

## POSITION DESCRIPTION

Position Title:	Management Accountant		
Reporting to:	Finance Business Partner		
Date created:	9 October 2025	Date last updated:	9 October 2025
Direct reports:	0	Location:	Ōtautahi (Christchurch)
Indirect reports:	0		

### About Us | Mō Mātou

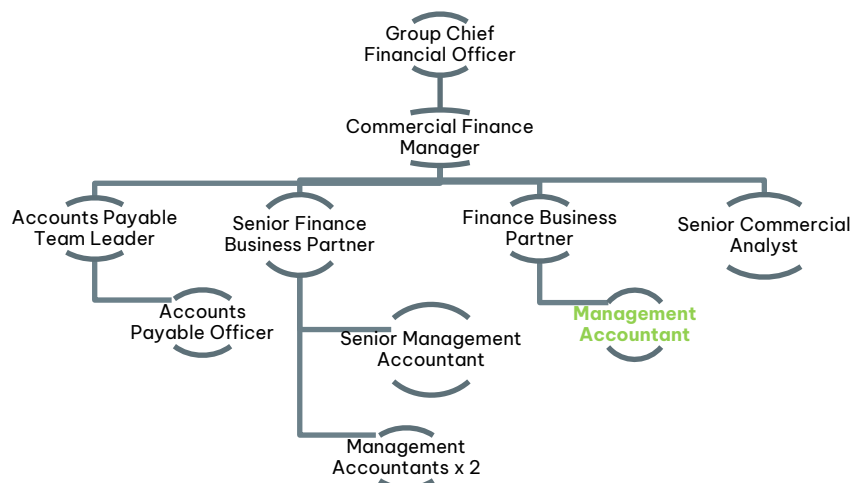
Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 900 kaimahi (employees). Of these kaimahi, 700 are employed within Citycare Property, with 200 employed within our subsidiary, Spencer Henshaw.

**Towards 2030** is Citycare Property’s strategy that defines the ideal future state or our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the “**High5**”. These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

### Primary Focus | Te Arotahi Matua

This role is a key link between the operational and financial sections of Citycare Property, providing support and financial knowledge to the business. The role includes responsibility for compilation of monthly accounts and reporting on the financial performance in a timely and accurate manner. Working with operations and management to provide analysis for decision making and enhanced profitability.

### Your Team | Tō Kapa



## Key Accountabilities | Ngā Kawenga Takohanga

<b>Good Kiwi Company</b>	<ul style="list-style-type: none"> <li>Leads the High5 priority of being a Good Kiwi Company and ensures that the business unit is honouring Te Tiriti o Waitangi and invested in thriving local communities and sustainable practices.</li> <li>Adheres to all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to Citycare Property's expectations.</li> <li>Leads the implementation of any sustainability and environment initiatives with the business unit.</li> <li>Leverages the centralised support for community partnership activities and endeavours to make them fit for purpose, where appropriate.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience.</li> <li>Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely and supports the best interests of the business.</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>Quickly establishes credibility and respect and build strong working relationships with Managers.</li> <li>Solves both operational and strategic issues through a pragmatic and commercially sound approach.</li> <li>Develops and supports team members, be quick to identify and problem solve any issues.</li> <li>Inspires confidence of senior Managers through timely delivery of information. Works independently but consults where appropriate.</li> <li>Demonstrates ability to develop and maintain effective networks and key relationships.</li> </ul>
<b>Business Partnering</b>	<ul style="list-style-type: none"> <li>Provide business support and advice to Managers, Operations / Contract Managers and Administrators as required.</li> <li>Discuss management results with Operations / Contract managers and assist with queries / issues.</li> <li>Enhancing the financial acumen of the Operations teams.</li> </ul>
<b>Accounts/General Ledger</b>	<ul style="list-style-type: none"> <li>Overall responsibility for job and general ledger codes directly relating to the various contracts.</li> <li>Responsibility for the calculation and reconciling of monthly WIP, accruals and balance sheet accounts.</li> <li>Prepare annual budget and quarterly forecasts for Profit and Loss and provide insights into any variances.</li> <li>Provide job analysis to divisions.</li> <li>Prepare monthly management reports for the contracts to the level of detail required e.g. categories of work, local boards, etc.</li> <li>Provide analysis of results and investigate variances. Make any necessary recommendations.</li> <li>Provide narrative on results for various audiences including the Operational Leadership Team and various Managers .</li> <li>Responsibility for assigned contracts current assets (e.g. WIP, retentions and stock).</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare financial and non-financial reports on an as required basis for Managers.</li> <li>• Assist administration staff with accounting-based queries.</li> <li>• Assist with the preparation of capex requests &amp; processing, including NPV calculations.</li> <li>• Ad hoc project work as required.</li> </ul>
<b>Pronto/Finance Cube/CEM/Jedox</b>	<ul style="list-style-type: none"> <li>• Liaising with Pronto as required via Corporate for Program changes or reporting errors relating to the contracts.</li> <li>• Initiate and follow up system improvements that enhance effectiveness of your division's use of Citycare Property chosen accounting software.</li> <li>• Assist the team with the enhancement of Jedox our reporting, budgeting &amp; forecasting tool.</li> </ul>
<b>Accounting Training and Support</b>	<ul style="list-style-type: none"> <li>• Provide on-going support, training and development where appropriate.</li> <li>• Ensure that your personal development and ongoing training enables you to carry out requested duties to the optimum level of efficiency.</li> <li>• To identify and participate in development opportunities.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• To undertake other duties as directed by the Finance Business Partner or Commercial Finance Manager in a timely and accurate manner.</li> <li>• Assist other members of the Property and Group Finance accounting teams when required.</li> <li>• Project work as required.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Ensures compliance with approved Citycare Property's policies, plans and programmes.</li> <li>• Undertakes all personal development and competency training to stay current and able to deliver the changing requirements of the role.</li> <li>• Undertakes all other duties as reasonable required from time to time.</li> </ul>

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## Health, Safety and Wellbeing | Te Whare Tapa Whā

<b>All kaimahi are responsibility for</b>	<ul style="list-style-type: none"> <li>• Be personally responsible for their own and others' Health, Safety and Wellbeing at work.</li> <li>• Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way.</li> <li>• Be familiar with the Health, Safety and Wellbeing procedures.</li> <li>• Always establish and insist upon safe methods and safe practices.</li> <li>• Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes.</li> <li>• Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.</li> </ul>
<b>All Managers are personally accountable for</b>	<ul style="list-style-type: none"> <li>• For the Health, Safety and Wellbeing performance for work areas over which they have control.</li> <li>• For their continued management competence in Health, Safety and Wellbeing.</li> </ul>

	<ul style="list-style-type: none"> <li>• By ensuring that all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace.</li> <li>• Ensure all Health, Safety and Wellbeing requirements are always adhered to.</li> <li>• Appropriately manage overall Health, Safety, Environment and Wellness.</li> <li>• Ensure that work is performed in a safe manner and in a safe environment.</li> <li>• Ensure all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident.</li> </ul>
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### Qualifications | Ngā Tohu Mātauranga

<b>Ideal</b>	<ul style="list-style-type: none"> <li>• Management Accountant Experience</li> </ul>
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Active Chartered Accountant or Management Accountant Experience</li> </ul>

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### Experience | Ngā Pukenga

<b>Ideal</b>	<ul style="list-style-type: none"> <li>• Worked in an environment where there are large contracts and interpretation of the contract is a key aspect.</li> <li>• Understanding the claiming process under a contract.</li> <li>• IT technical skills.</li> <li>• Strong reconciliation skills.</li> <li>• Excellent attention to detail.</li> <li>• Relationship building with key contacts.</li> </ul>
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Previous Management Accountant roles.</li> <li>• Commercial financial or management accounting experience.</li> <li>• Experience in managing General Ledgers.</li> <li>• Intermediate to advanced Excel skills.</li> <li>• Accounting system knowledge and the ability to interpret contract clauses from a financial perspective</li> </ul>

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### Key Relationships | Ngā Hononga Matua

<b>Internal</b>	<ul style="list-style-type: none"> <li>• All Citycare Property kaimahi including:</li> <li>• Management Team</li> <li>• Delivery Managers</li> <li>• General Managers</li> <li>• Operational Managers and Staff</li> <li>• Commercial Finance Team</li> <li>• Administration Staff</li> <li>• Corporate Finance Team</li> </ul>
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### Agreement | Whakaaetanga

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

**Signed by Kaimahi (Employee):**

**Date:**

**Signed on behalf of the Employer:**

**Date:**

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**Disclaimer | Te Whakakape**

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.