

## Tūtohu Mahi | Position Description

<b>Whakaahuatanga o te tūnga mahi   Role description:</b>	Graduate Accountant – Fixed Term
<b>Tuku Ripoata   Reporting to:</b>	Associate Head of Finance
<b>Tuku Ripoata   Direct Reports:</b>	Nil
<b>Wāhi Tari   Location:</b>	Wellington
<b>Tīmatanga   Effective from:</b>	2025 – Sep 2027

### Koronga o te Kaupapa | Purpose of this role

Our finance team is responsible for delivering the financial functions within NZ On Air. As part of this, the Graduate Accountant will assist the finance team in all their day-to-day operations.

The contract is fixed-term contract as the role will assist the finance team to deliver its core functions while the team works on implementing a new e-invoicing system in 2026. It is also to coincide with work on the Games Development Sector Rebate (GDSR) which NZ On Air is administering through until the end of September 2027.

### Mātau Whanonga Pono | Our Values

Our values are what is important to us collectively as an agency. That means going back to our values to hold ourselves and others accountable, to lean on when we have to make hard decisions and guide us as we plan for the future. As a key part of this, we have woven in a monthly Living the Values Award where we call out and recognise those who have truly lived our values. Those values are;

#### **Manaakitanga | Care**

- We put people first – our staff and stakeholders.
- We treat everyone with mana and respect.
- We are inclusive, supportive, and empathetic.

#### **Kaitiakitanga | Guardianship**

- We understand the responsibility of enabling and nurturing creativity/content creators.
- We ensure the taonga we fund authentically reflect and serve Aotearoa.
- We are professional and transparent in our decision-making.

#### **Maia | Courage**

- We know what we are here to do and will take purposeful risks to get there.
- We are brave; we act with integrity when we have to make hard decisions.
- We have the confidence to lead change where it is needed.

## Hua taketake | Core Deliverables

### Funding Compliance and Administration

#### This role will:

- Maintain careful systems to track contracts, budget, and milestone progress. Advise relevant Team of potential issues, including reported production Health & Safety incidents, and any discrepancies as required.
- Liaise with contracted parties and provide advice to enable them to meet NZ On Air reporting standards.
- Provide accurate data entry, music administration, reporting and records management. Offer ideas for improved reporting.
- Consult with funding recipients, as required, to establish what solutions are in hand for any issues or discrepancies identified.
- For Heads of Funding and Music, this role will:
  - Assist with Content sales reporting as required.
  - Create content sales invoices.
  - Track and monitor compliance and process funding payments. Including screen, music, Platform, Insights and NZGDSR.
  - Analyse production cost reporting and liaise with team to provide advice to contracted parties.
  - Respond to correspondence and enquiries about funding processes and criteria as required.
  - Assist with assessing NZGDSR applications as delegated by the Associate Head of Finance.
  - Other administrative tasks as reasonably requested.
  - Comply with the Public Records Act in line with NZ On Air policies.

### Finance Services

- For the Associate Head of Finance, this role will:
  - Provide weekly collation and processing of invoices for payment.
  - Follow up and collect accounts receivable.
  - Ensure correct filing of all documents associated with the finance function.
  - Prepare weekly bank reconciliations for review, as requested.
  - Prepare suspense account reconciliations for review, as requested.
  - Other duties as reasonably requested by the Associate Head of Finance.

### Communication

#### This role will:

- Maintain a high standard of report analysis and presentation.
- Ensure timely and effective communication of information.
- Develop and promote effective working relationships with external stakeholders.

## Mahitahi | Teamwork

### This role will:

- Actively and positively collaborate with colleagues to achieve new ways to be more effective, agile and adapt to changing expectations.
- Actively contribute to a strong team service culture that supports colleagues to work collegially, efficiently and professionally.
- Ensure high performance throughout the organisation through timely, effective and regular collaboration, sharing of learning and knowledge, and motivating colleagues to do their best.
- Contribute to regular team meetings to ensure communication is effective and foster a positive, supportive and highly functional team culture.
- Champion NZ On Air's culture and values, and inspire colleagues to deliver exceptional work.

## Hauora, Haumaru me te Oranga | Health, Safety and Wellness

### This role will:

- Ensure all Health, Safety and Wellness policies, practices and initiatives are adhered to, and any incidents or issues are raised appropriately in line with NZ On Air's Health & Safety policy.

## Ko ōhou pūmanawa | What you will bring to this role

- A degree in Accounting, Finance or Commerce (or nearing completion)
- High degree of efficiency and accuracy
- Excellent communication skills, confidence and a strong team player
- Experience with database administration
- Ability to understand and apply basic legislative requirements in an operational setting
- Intermediate level Microsoft Office skills, with particularly good Excel skills
- An ability to forge effective working relationships with colleagues and stakeholders across a range of disciplines and seniority
- Proven pragmatic sense of how to get things done and how to drive new initiatives forward with other team members
- An interest in the media environment, with appreciation of the wider broadcasting and public sector environment
- Strong sense of New Zealand's unique identity and breadth of culture
- Commitment to working in an organisation which supports the Crown as a Treaty partner.