

Job Description

Role description:	Assistant Accountant (Fixed Term)
Reporting to:	Associate Head of Corporate Services
Direct Reports:	Nil
Effective from:	July 2022 until 31 March 2024

About NZ On Air

NZ On Air is a public media entity created to increase the diversity of local content available to New Zealand audiences. Our prime statutory objective is to *reflect and develop New Zealand identity and culture*.

In supporting the Crown as a partner to the Treaty of Waitangi, NZ On Air actively seeks to incorporate Treaty principles in all areas of our work and increase staff cultural awareness and understanding.

Purpose of this role

There are four Assistant Accountants at NZ On Air. Each is responsible for providing efficient operational, administrative, reporting, and systems monitoring. All Assistant Accountants support the Associate Head of Corporate Services in providing various financial accounting functions across the organisation.

The assistant accountant will be expected to deputise for the others as required.

Core Deliverables

Funding Compliance and Administration

- Maintain careful systems to track contracts, budget, and milestone progress. Advise relevant Team of potential issues, including reported production Health & Safety incidents, and discrepancies as required
- Liaise with contracted parties and provide advice to enable them to meet NZ On Air reporting standards
- Accurate data entry, administration, reporting and records management. Provide ideas for improved reporting.
- Consult with funding recipients, as required, to ascertain what solutions are in hand for issues and discrepancies identified
- For Heads of Funding, Music and Journalism:
 - Assist with processing, researching, and assessing funding proposals as required, particularly budget checks and assessments
 - Create sales invoices
 - Track and monitor compliance and process music payments

- Respond to correspondence and enquiries about *New Music Singles*, *New Music Projects*, *New Music focus rounds* and other funding processes and criteria as required
- Draft Music contracts as required
- Other administrative tasks as reasonably requested
- Comply with the Public Records Act in line with NZ On Air policies.

Finance Services

- For Associate Head of Corporate Services:
 - Conduct internal audits in accordance with the annual programme
 - Prepare monthly finance reports
 - Prepare weekly bank reconciliations for review
 - Prepare suspense account reconciliations for review
 - 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
 - Other duties as reasonably requested by the Head or Associate Head of Corporate Services

Communication

- 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

Teamwork

- Actively 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 and sharing of learning and knowledge
- 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

Health, Safety and Wellness

- 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 Health & Safety policy

Due to the dynamic nature of our work, the tasks and responsibilities noted in this role description may well change from time to time, to meet the needs of the business. As a result, it is expected that the person in the role recommends and/or is prepared for changes to the role and this description of it. Any 'material' changes will be mutually agreed between the parties and noted in writing.

Who you are

Below are the traits required for the role and what makes you stand out:

- **Teamwork and motivation** – You motivate and encourage colleagues to always do their best, and encourage teamwork and cooperation. Further, you promote and model a strong stakeholder focus.
- **Communication and relationship skills** – Effective communication and positive relationships are key to the success of this role. You are able to share information, ideas and experience with others with enthusiasm and good humour, while building trust in your team and with stakeholders. You have an ability to communicate effectively while being respectful, diplomatic, and courteous.
- **Accuracy** – You take pride in your attention to detail and the ability to work efficiently with a high level of accuracy while managing a high volume of tasks.
- **Decision making** – You balance key priorities effectively when making business decisions. You confront problems early, before they escalate, and you make pragmatic decisions when required. When issues arise you are able to take an organisation-wide perspective on issues, rather than focusing on your area alone.
- **Accountability** – You are a self-starter who takes responsibility for making things happen. You act ethically and with integrity and you are honest and open in your approach which reinforces NZ On Air values.

What you bring

- Experience with database administration
- A relevant tertiary qualification
- Good technical knowledge that can be applied to policy, procedures and services
- Ability to understand and apply basic legislative requirements in an operational setting
- Excellent attention to detail with high level of accuracy
- 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
- Strong sense of New Zealand's unique identity and breadth of culture
- An interest in the media environment with appreciation of the wider broadcasting and public sector environment
- Commitment to working in an organisation which supports the Crown as a Treaty partner.