Schedule B - Role Description

Role Title: Accountant
Project Team: Finance
Responsible to: Finance Manager
Responsible for: No direct reports
Liaison with: Internal staff
External suppliers and contractors
Users of CORE Education services

Purpose of the Job: To provide professional and effective financial services for CORE

Company profile
See www.core-ed.org for current information

Personal dispositions and values which align with CORE
- Future oriented and committed to CORE’s vision for an equitable and thriving Aotearoa through learning.
- Collaborative, connected, and whānau focused.
- Principled and ethical with a high level of integrity.
- Is a self starter and flexible.
- Models principles and practice of Tātai Aho Rau and CORE’s values – manaakitanga, whanaungatanga, wairuatanga and kaitiakitanga.
- Underpins all practice with culturally responsible behaviours and attitudes including a commitment to Te Tiriti o Waitangi through CORE’s Te Aho Tapu lens.
- Life-long learner, with a commitment to ongoing professional and personal development including in mātauranga Māori.

Personal profile, experience and skills required
- Sound knowledge of accounting practice
- Experience with accounting software
- Experience in Project Management would be an advantage.
- Advanced Excel skills are essential
- Ability to work independently and as a team member
- Excellent interpersonal and communication skills (verbal and written) and good attention to detail
- Ability to maintain confidentiality and use discretion

Key responsibilities:

Financial Management & Reporting
- Be responsible for Revenue Recognition including analysis and reporting.
- Assist the Finance Manager in processing month end ensuring deadlines are met.
- Build and maintain balance sheet reconciliations including analysis and commentary.
- Assist the Finance Manager in the development, analysis and preparation of management reports and information flows.
- Assist the Finance Manager in preparing Forecasts including reporting, analysis and commentary.
- Ensure that tax payments (GST, PAYE etc.) are reconciled and processed on time.
- Maintain CORE’s fixed asset register ensuring that records reflect all transitions of a capital nature and the associated monthly depreciation charges.
- Assist with the Annual Report, Audit and Budgeting process.
- Preparation of proposal budgets and work with Project Manager’s to review project costs, provide analysis and commentary on variances against budget and ensure that revenue recognition is accurate.

Information Systems
- Work with the Finance Manager to ensure the integrity and accuracy of financial information in all financial systems.
- Be the finance Netsuite Super User.
- Play a role in further embedding the new ERP system NetSuite.
- Review processes and systems for efficiencies to implement.
Other Duties
● Provide assistance and backup cover for the Finance Manager
● Assist and provide training to accounts payables and receivable
● Support payroll processes as and when required
● Generally carry out any ad hoc duties identified where reasonable

Generic tasks
● Takes part in the wider life of CORE as an organisation including conferences and events as needed.
● Participates in personal professional development offered by CORE as required.
● Contributes to the process of proposal development, when required and when relevant to your role.
● Maintains accurate, complete and timely work records using CORE’s agreed tools and processes.
● Complies with CORE’s frameworks and policies and procedures.

Role description approved and signed-off by role holder

Signature

Date