

# Senior Financial Accountant

12 month fixed-term



## Purpose

Timely and accurate completion of month end and ownership of general ledger activities, fulfilling our regulatory reporting obligations with the Reserve Bank of New Zealand, and preparation of tax compliance obligations for TSB.

## Role dimensions

- **Reports to:** Financial Controller
- **Department:** Financial Services
- **Direct Reports:** No

## Person specifications

- Chartered Accountant qualification or equivalent
- 5+ years experience in technical accounting or taxation
- Advanced knowledge of financial accounting and reporting concepts and processes.
- Internal control and financial control experience
- Financial services experience desirable
- TechOne experience desirable

## Role specific areas of responsibility

- Taking ownership for the month end process by approving journals, conducting balance sheet reconciliations to ensure TSB is compliant with legislative obligations;
- The main person to overseeing the general ledger, able to analyse figures and understand the drivers
- Liaising and problem solving with the wider business on flow of financial information and financial reporting obligations.
- Administrator of the general ledger finance system (TechOne), maintaining users, codes, and ensuring appropriate controls are in place
- Preparation and lodgment of RBNZ surveys
- Co-ordinate external audit requirements for half year and year-end audit processes, ensuring TSB completes audits on time
- Preparation of tax requirements including Income Tax, GST, Annual B2B GST, and FBT
- Liaise with TSBs Tax Adviser to provide tax advice as an well needed ensuring TSB meets its Tax obligations
- Liaise with IRD as required to ensure a good relationship maintained.
- Be the overall “keeper” of process documentation for all statutory accounting, external reporting and tax
- Working closely with internal audit to create, run and monitor appropriate internal controls that enhance the end-to-end finance production
- Work with the finance team to continually review processes and identify improvement opportunities

From time to time there may be additional activity not contained within this position description that the appointee is to complete in the interests of the role and their own personal development.

This position description provides a broad overview of responsibilities. The position description is a living document, and TSB reserves the right to amend it from time to time as required.