

Financial Accountant



Purpose

This role's primary focus is the preparation of financial statements and other external reporting for TSB. This role will encompass regulatory reporting requirements, external audit assistance, and tax compliance. It also supports the Financial Controller with financial controls, reconciliations of the general ledger, and providing insights and analysis on the Bank's financial performance.

Role dimensions

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

Person specifications

- CA qualification (or equivalent)
- 5+ years experience in a Commercial or CA environment
- Experience in preparing financial statements
- Knowledge of accounting processes, reconciliations and financial analysis
- Financial service experience preferred but not essential

Role specific areas of responsibility

- Preparation of interim and annual financial statements compliant with International Financial Reporting Standards (IFRS) and Orders of the Reserve Bank of New Zealand (RBNZ).
- Preparation of monthly and quarterly RBNZ surveys and other external surveys.
- Preparation of tax compliance requirements, such as FBT, GST, and annual GST B2B washup.
- Assist and prepare information and documentation requests for review by Internal and External Audit
- Keep up to date with changes in IFRS and RBNZ banking supervision policy documents and regulations.
- Identify and manage risks by ensuring financial records are maintained in compliance with accepted policies and procedures.
- Ensure tax obligations are recognised and systems are in place to record and report such obligations so that tax risks are mitigated.
- Assist the team in documenting and refining processes, as well as focus on continuous improvement through the identification of opportunities for efficiency in existing procedures
- Understand and back up some of the responsibilities of other team members to ensure sufficient coverage is in place

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 the Bank reserves the right to amend from time to time as required.