**Finance & Payroll Officer**

**Department:** Commercial and Business Unit

**Reports to:** Business Manager

**Direct Reports:** Nil

**Key Relationships:** OWL Staff, Shareholders, Key Business Partners, Stakeholders

**Work Type:** Permanent, Part Time (25-30 hrs per week)

**Place of Work:** Opuha House, 875 Arowhenua Rd, RD4, Timaru 7974

**Opuha water ltd Purpose:**

 **Enabling Our Community Through Sustainable Use Of Natural Resources**

*The intent of this position description is to provide a representative summary of the key functions and responsibilities performed by the incumbent in this role. It does not provide an exhaustive list of responsibilities. Staff members are expected to perform any duties reasonably requested by the employer. Position Descriptions are subject to review and amendment to reflect changing circumstances from time to time.*

**Purpose of position:**

The Finance & Payroll Officer role is responsible for, and takes ownership of, the accounts receivable, accounts payable, payroll, tax and financial reporting functions of the business. Reporting to the Business Manager, this role is for someone experienced who enjoys taking full ownership of the entire transactional accounting function. You will be responsible for Opuha Water Ltd’s transactional financial processes, the delivery of quality and timely financial information back to the business and play a key role in assisting in developing the annual budget for board approval. You will work closely with your business unit colleagues in achieving these expectations - with the Business Manager providing the necessary process checks, balances and guidance as necessary. And to the Business Administrator who will assist with the financial data entry where required. You must be a team player, someone collaborative in their approach with an easy-going engaging personality.

**key Performance AReas:**

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|  KEY RESPONSIBILITIES |  SUCCESS FACTORS |
| Health & Safety* Participate and contribute to OWL’s positive health and safety culture and support the belief that all accidents and occupational illnesses can be prevented
* Adhere to OWL’s health and safety systems and processes

Financial Processing & Accounting* Carrying out day to day duties including bank reconciliations and cash management
* Maintaining accurate paperless files and financial records
* Develop and maintain financial SOP’s
* Responsibility for end to end process of AR & AP:
* Accounts receivable - processing of invoices in Xero (including recharges), dispatching invoices and statements, customer receipts, direct debit batch processing, debtor management and credit control
* Accounts payable - processing of invoices in Xero, commencing and monitoring Approval Max workflow, liaison with management for invoice approvals, supplier payments and batch processing
* Liaison with customers and suppliers regarding invoicing and account queries
* Responsibility for end to end accounting to P&L and balance sheet level (ie. journals, general ledger reconciliations)
* Regulatory compliance - GST and FBT returns
* Maintaining fixed and intangible assets register/s
* Preparation of monthly financial reports for the company, including business units and/or schemes as required
* Preparation of quarterly financial reports and key commentary for the board of directors
* Ad hoc financial queries and reporting as raised by management and the wider team
* Regular and ad-hoc financial performance reporting to the CEO and Board
* Assisting in the development of the annual budget with the Business Manager
* Support as required to the Business and Commercial Manager for:
* project budgets and board papers
* forecasts
* financial analysis
* annual financial audit

HR Administration & Payroll* Provide basic HR administrative support on a day-to day basis including guidance on policies and procedures to all employees
* Maintain electronic personnel records
* Maintain records on the payroll system in line with changes to contracts, salary reviews, pay rates, market information, and any other information that is relevant
* Ensure annual, statutory and other leave (ie. sick, bereavement, leave without pay, maternity etc) has been authorised and records are maintained
* Processing wages and salaries
* Regulatory compliance - PAYE and other statutory deductions including Kiwisaver

Other* Identifying and owning process improvements - continually looking for opportunities to improve efficiency, reliability and productivity of the finance function
* Contribute to the development/maintenance of company systems
* Establishing and maintaining strong relationships with internal and external stakeholders
 | * No serious H&S incidents
* Effective communication throughout the whole team
* Financial SOP’s are relevant and kept up to date
* Effective business relationships are in place with customers and suppliers
* Customer invoices are distributed in a timely manner
* Debtors are managed within policy
* Suppliers are paid on time
* Fixed and intangible asset registers are up to date
* All regulatory and compliance obligations are met
* Financial processes and systems are efficient and value adding
* Accurate financial reports
* Financial reporting meets internal deadlines to meet Management and Board reporting
* Annual budget developed in an accurate, timely and collaborative manner
* HR records are kept up to date
* Communicate in a factual and tactful manner with the team around HR enquiries
* Discretion and privacy is maintained at all times when dealing with privileged information
* Payroll is accurately processed on time
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**Technical Abilities, Experience and Qualifications**

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| SKILLS AND ABILITIES  |
| * Proven ability across management accounting, tax and financial reporting
* Accounting qualification, or equivalent industry experience
* Proficient with Xero or similar cloud-based accounting systems
* Proficient in Microsoft systems suite
* Proficient in HR/payroll function and relevant legislation
* Understanding of the requirements of a co-operative entity
* Is self-motivated with the ability to use their own initiative and prioritise multiple tasks to meet competing deadlines
* Strong analytical and problem-solving skills, with a keen eye for detail (to ensure the integrity of financial information)
* Be able to work both autonomously and as part of a team
* Proven ability to quickly assimilate to new systems and processes
* Proven ability to achieve results through effective delegation
* Ability to apply discretion in dealing with sensitive and confidential information
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**KEY BEHAVIOURS:**

It is essential that you are an organised individual with the capacity to manage multiple work streams concurrently. You will have a great grasp on what excellence looks like and will take pride in seeing that it is achieved. You will possess a continuous improvement mindset and naturally be driven to go the extra mile, ensuring you deliver great results for your customers. You will work diligently and with an attention to detail, excellent communication skills and a high degree of flexibility. You will understand the wider business strategy and how your role enables other roles and business units. You will positively represent the image of the company at all times, to both internal and external staff, customers and stakeholders.