



Position description:

Accountant

About the Wise Group and Wise Management Services

The Wise Group is a Peak Performing organisation. Peak Performance is about enabling individuals and organisations to continuously exceed their best in the pursuit of an inspiring purpose. It's a journey not a destination and it's about becoming the best we can be. Every day we can all do just a little bit better.

The purpose of Wise Management Services is to create fresh possibilities and services for the wellbeing of people, organisations and communities. And this is where you come in. To realise the purpose of WMS, this position will play an important part. Our in-house team provides specialist financial management and support services to the Wise Group. This includes business financial partnering, the provision of financial analysis and advice, budgeting and financial reporting, costing and contracting support, cash flow management, transaction processing and system development and controls, and delivery on statutory requirements.

We work alongside the executives and managers to ensure the Group's financial management responsibilities are appropriately fulfilled.

About the role

Reports to

This role will report directly to the Financial Planning and Insights Manager.

Position purpose

As an Accountant, you will provide the information, advice and support required for the successful financial management of your assigned entities. You will build solid relationships with the leaders, managers and staff of these entities, so that they regard you effectively as a business partner and valued member of their team. You'll play a proactive part in ensuring the Finance team and Wise Management Services as a whole is valued for its high-quality services and professional, trusted advice.

Our focus

- Establish and maintain effective business partnering relationships with entity leaders, managers and staff
- Provide comprehensive, customer focused and accurate financial reports, analysis and information to support and enable effective business decisions to be made

- Create innovative, lean solutions to identified issues and challenges, continuously looking for ways to improve the services provided by the Finance team
- Provide imaginative and outside the box ideas to support the improvement of service efficiency, productivity and financial performance of assigned entities
- Assess and report entity risk from a financial perspective, providing advice where necessary to support risk management
- Develop and complete reliable annual budgets, working closely with budget managers to assess, challenge, accommodate their needs where feasible. Provide advice and any training needed to support budget managers and improve financial literacy of entity staff
- Report, graphically where appropriate, on trends and key determinants to enable easy, efficient and effective understanding of financial performance and position, both current and projected
- Provide forecast annual results, that are reliable and developed in conjunction with entity leaders, identifying key business changes monthly
- Forecast and manage cash flow requirements on a daily/weekly/monthly basis as appropriate
- Provide accurate costings for new and existing services as required, in a form that is understandable to service and entity managers
- Review draft contracts from a financial perspective and recommend any changes required before signature. Be fully aware of contract requirements and monitor to ensure that financial implications are understood, and obligations are met
- Manage the efficient and accurate processing and recording of all transactions, ensuring appropriate controls are in place and statutory requirements are met. Including processing of journals with appropriate support as required in the month end and financial year end reporting.
- Ensure entity assets and lease records are complete and up to date, with a process in place to validate asset existence on a regular basis
- Undertake other duties and responsibilities assigned Work collaboratively with all colleagues to create a positive, vibrant and highly energised team
- Take an active role, showing leadership in the collective success of the finance team. Be a constructive partner in maximising the performance of the team
- Be committed to safety and wellbeing by following the Wise Group roles and responsibilities table (located on The Well).

About you

Your knowledge and skills - Essential

- Experience providing reliable financial advice including sound budget management, planning and forecasting experience.
- Experience in Microsoft office suite, proficient in Microsoft excel in financial modelling
- Experience solving complex business issues and delivering significant impact as an individual contributor.
- A track record of personal accountability, strong work ethic, integrity, and proven organisational skills with attention to detail.
- Ability to partner closely with a wide mix of managers and stakeholders.
- Excellent communication and interpersonal skills, with proven ability to take initiative and build strong, productive relationships.
- Relationship management experience.
- Full NZ Drivers Licence.

Your knowledge and skills – Preferred

- Experience using PowerBI
- Exposure to Technology 1 accounting system
- Knowledge of Health Sector, Non- Government Organisation and Community Sector is an advantage

Your qualifications

- Tertiary qualification in Finance, Accounting, Commerce, or related disciplines.
- Qualified Chartered Accountant status or equivalent (preferred).
- 5+ years' experience providing financial insights in large, complex environments

Your experience

- You'll have a minimum of five years' experience 5+ years' experience providing financial insights in large, multi-customer environments.