Position Description

Role Title:	**Company Accountant**
Reports To:	**CFO**

PURPOSE OF THE ROLE
The Company Accountant is responsible for developing and leading a high-performance finance function that: • Delivers quality and timely financial reporting, compliant with accounting standards and Group policies and timetables • Monitors and manages working capital • Daily cash flow reporting to group • Cash flow forecasting – monthly/quarterly/annual view • Works widely in the business on process improvement and adherence to process, delivering company-wide efficiency and good guardianship of company assets • Ensures compliance with external regulatory requirements and internal policy requirements, educating the wider business where necessary.

KEY TASKS	DELIVERABLES
Financial Management	• Management of the Corys' accounting, working closely with Corys other Company Accountant • Responsible for the AR ledger and month end tasks split between two accountants • Responsible for training & development the Finance Specialist and cross education to junior members of the finance team • Preparation of monthly board review pack • Supporting the CFO as required in ad-hoc tasks • Drive continuous improvement and process optimisation across the Finance function, and wider network • Develop a high-performance culture, optimising the performance of the wider Finance team • Prepare accurate and timely financial reporting to the Leadership Team (including regular monthly, quarterly and annual submissions) • Management of Treasury, working capital and cash-flow • Be the technical accounting expert for the business ensuring reporting is compliant with current accounting standards and policies, educating the wider business where necessary • Deliver reporting that is compliant with the current accounting standards and the Group policies • Assist in annual budgets, forecasts • Assist in external & internal audits • Drive finance compliance across the branch network • Perform ad-hoc audit checks • Month-end including journals, preparation of Balance Sheet reconciliation and P&L review of key accounts.

	• Manages the Finance Support mailbox, ensuring queries from the business are answered on time in a professional manner. • Undertake key projects to drive business and process improvements through to implementation from small to large scale projects across multi-level teams and sites • Other duties and ad-hoc analysis as required.

KEY RELATIONSHIPS	
Internal • CFO • Senior Leadership Team • Finance Team • Operation Leaders • Branch Managers • D2A shareholders	**External** • Auditors and other external advisors • Bank • Regulatory bodies.

PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES	
Building Trust	Interacting with others in a way that gives them confidence in one's intentions and those of the organisation
Team Development and Contributes to Team Success	Uses appropriate methods and interpersonal style to develop, motivate and guide the team towards the achievement of objectives. Actively participates as a member of the team towards completion of goals
Coaching	Providing timely guidance and feedback to help others strengthen specific knowledge/skills areas needed to accomplish a task or solve a problem
Strategic Partnerships And Relationships	Builds strategic alliances and partnerships within the business to collaboratively execute business strategies
Customer Focus	Ensuring that the customer perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers' and own department's needs
Initiating Action	Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive
Managing Work	Effectively manages multiple demands, managing one's time and resources to ensure that work is completed efficiently and on schedule
Quality Orientation	Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED
Experience/Skills/ Qualifications • Proven experience operating at a Finance Manager, Company Accountant or similar. • Technically astute, remains up to date with IFRS

- Experience in delivering quarterly, half-year and annual reports, with proven ability to deliver reporting closes
- Proven leader of people who is able to show experience in improving finance functions and business processes, and in developing and mentoring team members
- Excellent communicator with genuine interpersonal skills, able to develop and maintain positive relationships and convey messages effectively
- Exceptionally organised, can plan and prioritise their own work and the work of others to meet deadlines
- Highly numeric with excellent problem solving skills, can identify root causes and take action to rectify
- Confident dealing with external auditors, tax advisors and managing other key relationships.
- Experienced with NZ income tax
- Experience in a multi-site network would be advantageous but not essential.
- Information Technology
- Systems savvy - quick to learn and enjoys getting the most out of systems
- Highly competent user of MS Office Suite, in particular with Excel, and able to handle high volume data analysis
- Experience in Power BI and Business Central (M365) is essential
- Degree qualified accountant
- Member of CAANZ at CA level (or equivalent).

OCCUPATIONAL HEALTH & SAFETY

PHYSICAL CONSIDERATION
Corys Electrical is committed to ensuring that employees' health and safety is not compromised either by the work environment or by work process and procedures. The company makes every effort to – • Provide a safe and healthy work environment; and • Reduce the risk to employees arising from identified hazards. The company takes all reasonable steps to ensure that individuals are not appointed to positions which will endanger their health. It also ensures that all significant hazards associated with positions are identified. As part of its occupational health and safety practices, the company may require a prospective employee to complete a health questionnaire prior to any offer of employment, in order to ensure that potential risks to employees are identified.

POTENTIAL HAZARDS

ACTIVITY	HAZARD
Computing	• Use of computer monitor • Occupational overuse syndrome
Transport/distribution operations	• Moving vehicles
Driving	• Traffic • Road conditions • Fatigue • Cell phone use.

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