

**PART A: JOB SUMMARY**

To provide clear goals, expectations and feedback so that each member of the team can significantly multiply their contribution to WellingtonNZ and to their own success.

<b>Name of role:</b>	Accounts Assistant (Part-time)
<b>Reports to:</b>	Accountant – Venues
<b>Direct Reports:</b>	Nil
<b>Date:</b>	December 2020
<b>Purpose of the job:</b>	This role is primarily responsible for accounts administration consisting of Accounts Receivable, Accounts Payable, Cash and Bank Administration and Staff Payroll (currently Wages on WCC system and Casual Hosts & Salaries are on Datacom system); and assisting with the monthly management accounting process.  This is a part-time, 24 hours per week position.

**PART B: JOB DESCRIPTION**

**Key responsibilities:** Specific actions, tasks or areas of responsibility this role will oversee.

Area of responsibility	Actions/ Tasks
Accounts Receivable, Event Revenue Accounting and Debt Management	<ul style="list-style-type: none"> <li>• Use EBMS (Event Business Management System) to:               <ul style="list-style-type: none"> <li>○ Generate invoices according to Payment Plans and account statements</li> <li>○ Raise final invoices when event finished in a timely manner and closing off the event</li> <li>○ Review Performance settlements and meet tight deadlines</li> <li>○ Raise Credit Notes and cancelling events</li> <li>○ Perform account reconciliations between EBMS and TechOne, including approving journals</li> <li>○ Work closely with Event Advisors and Sales personnel.</li> </ul> </li> <li>• Clean AR ledger in TechOne, matching off Credit notes.</li> </ul>

Area of responsibility	Actions/ Tasks
	<ul style="list-style-type: none"> <li>• Assist Accountant – Venues with Debt Collections, follow-ups with Debtors on overdue debt; keep Finance Lead and Sales Manager informed of any overdue debtors.</li> <li>• Also, work with sales team personnel to achieve collection of overdue debt.</li> <li>• Manage Ticketmaster income streams and understand contractual requirements.</li> <li>• Raise other contractual invoices in TechOne, ensuring they are raised at correct times monthly, quarterly and annually.</li> </ul>
<p><b>Purchasing and Accounts Payable</b></p>	<ul style="list-style-type: none"> <li>• Oversee the Purchase Order (PO) process and follow Standard Operating Procedures.</li> <li>• Work with Approving Manager and/or the Accountant – Venues and Finance Lead to ensure coding is going to correct Cost Centre and Expense account and aligns to Budget.</li> <li>• Work closely with Event Advisors regarding new (event) supplier set-up and getting (event) suppliers paid accurately and on time.</li> <li>• Complete PO changes as required and code corrections.</li> <li>• Review monthly the Outstanding PO Lines report (as sent by WCC) and liaise with PO creator with the aim to cancel if no longer required. Keep Finance Lead informed as to why “old” PO’s are still in the report.</li> <li>• Understand Delegated Authority (DFA) and apply to PO approval requests accordingly.</li> <li>• Review the weekly and 20th of month payment runs to ensure suppliers are paid accurately and within agreed commercial terms.</li> <li>• As the business expert in the "purchase-to-pay" process, provide training and support to the business as required.</li> <li>• Provide appropriate and timely responses to supplier inquiries.</li> <li>• Purchase Cards Statements – manage the distribution of statements to P-card holders; ensure P-card holders provide GST receipts and correct coding for expenditure; ensure adherence to Group policies, in particular Sensitive Expenditure. Raise journals.</li> <li>• Assist the Finance team and wider business with any queries and information requests, and end of month tasks.</li> </ul>

Area of responsibility	Actions/ Tasks
<b>Cash and Bank Administration</b>	<ul style="list-style-type: none"> <li>• Code all the daily banking transactions for all bank accounts and raise General Journals where required.</li> <li>• Clear +/- small cent balances in Debtors ledger and Creditors ledger.</li> <li>• Cashier Duties:               <ul style="list-style-type: none"> <li>○ Verify all bank cash takings when required</li> <li>○ Check all cash float requirements including making up floats for relevant events</li> <li>○ Advise the Finance Lead of any float and/or banking discrepancies.</li> </ul> </li> </ul>
<b>Wages &amp; Humanforce</b>	<ul style="list-style-type: none"> <li>• Ensure all waged Venues staff are paid according to Employment Contracts, NZ Employment legislations; NZ ACC legislation.</li> <li>• Work closely with P&amp;C team, WellingtonNZ Finance team and WCC Payroll team to ensure payroll records on Datacom and WCC Payroll are maintained and kept up to date for all changes.</li> <li>• Ensure all Venues payroll data is promptly and accurately prepared for processing into the payroll system and signed-off by Accountant – Venues or Finance Lead.</li> <li>• Review Humanforce regularly to ensure Timesheets are authorized (digitally) by Managers prior to the close of each fortnight’s pay run period.</li> <li>• Work with P&amp;C to ensure new employees or changes are updated in Humanforce in a timely manner.</li> <li>• Co-ordinate with the wider WellingtonNZ business to provide timely payroll information to WCC payroll:               <ul style="list-style-type: none"> <li>○ ensuring payroll deadlines are met</li> <li>○ ensuring all information requirements are met for new starters, final pays and amendments.</li> </ul> </li> <li>• Liaise with the WCC payroll team and managers to ensure accuracy of payments.</li> <li>• Ensure all financial and employee files are kept up-to-date and confidential, and security is assured.</li> <li>• Work with the Finance Manager to ensure timesheet information is coded correctly, so that the allocation of Labour costs to events will be recorded accurately in the general ledger for payroll analysis.</li> <li>• Understand the coding of timesheets and where it is charged within the business on Wages (GL) basis and Labour Cost (Event) basis.</li> </ul>

Area of responsibility	Actions/ Tasks
	<ul style="list-style-type: none"> <li>• Provide training and support as needed and ensure all leave is recorded accurately on timesheets and entered into WCC workbook/template accurately. Follow up discrepancies and medical certificates where required.</li> <li>• Prepare template for Casual Hosts time. Template is sent to Accounts Assistant – WellingtonNZ to be processed via Datacom.</li> <li>• Also provide back-up to the Accounts Assistant – WellingtonNZ for Datacom payroll.</li> </ul>
<b>Salaries</b>	<ul style="list-style-type: none"> <li>• Ensure all ad hoc information (e.g. Wellness claims) are sent to Accountant – WellingtonNZ in a timely manner so they can meet Datacom Payroll processing deadlines.</li> </ul>
<b>Payroll General</b>	<ul style="list-style-type: none"> <li>• Adhere to our Standard Operating Procedures at all times.</li> <li>• Assist Finance team – Venues and Accountant – WellingtonNZ with any queries and information requests, and end of month tasks.</li> </ul>
<b>Assisting with Monthly Management Accounting</b>	<ul style="list-style-type: none"> <li>• Prepare and assist with end of month tasks, e.g. Event ID to Project code report, EBMS unclosed events report, Revenue in advance, AirNZ travelcard.</li> <li>• Assist with other accounting and administration support tasks and projects as required/as time allows, e.g. GST reconciliations, Bank reconciliations.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Provide documents as requested by external auditors and assist with their queries.</li> <li>• Adhere to Standard Operating procedures and Group Financial Policies whilst also looking for continuous improvement and efficiencies in processes.</li> <li>• Maintain procedural notes and training for your key responsibilities – Payroll, AR, AP, Cash and Bank Administration.</li> <li>• Any other reasonable task as and when required.</li> </ul>
<b>Health, safety and compliance</b>	<ul style="list-style-type: none"> <li>• Take an active role in identifying and mitigating any health and safety risks to yourself and others.</li> <li>• While at work, take reasonable care for your own health and safety and ensure what you do does not negatively affect the health and safety of others.</li> </ul>

Area of responsibility	Actions/ Tasks
	<ul style="list-style-type: none"> <li>• Comply, as far as you possibly can, with any instructions, policies, procedures or guidelines given by WellingtonNZ in relation to health, safety and compliance.</li> <li>• Report any potential hazards or risks to health and safety or the environment as soon as possible and take immediate action to minimise or mitigate these if it is not potentially harmful to your own health and safety.</li> </ul>
<b>WellingtonNZ collaboration</b>	<ul style="list-style-type: none"> <li>• Maintain a "WellingtonNZ-wide" perspective with all work.</li> <li>• Consider how your role links and contributes to other areas of WellingtonNZ, and actively engage when required.</li> <li>• Communicate with fellow WellingtonNZ colleagues on work, initiatives and projects.</li> <li>• Actively collaborate and participate in WellingtonNZ-wide initiatives and projects.</li> </ul>

**Job outcomes:** Visible and measurable evidence of success in this role.

Outcomes / Results	Target Measure
To be determined regularly with your Manager.	

**Competencies:** Specific skills, traits and competencies necessary to be successful in this role.

Competency	Description of competency
Technical Ability and Experience	<ul style="list-style-type: none"> <li>• 3+ years' experience in Accounts Payable/Accounts Receivable role ideally where Purchase Orders are used</li> <li>• Experience in Payroll roles for organisations including timesheets experience</li> <li>• Strong understanding of NZ Holidays Act legislations and NZ ACC legislation</li> <li>• Solid knowledge of computerised Accounts Payable &amp; Receivable and Payroll processes and concepts</li> <li>• TechOne and Humanforce (softwares) experience is beneficial</li> <li>• A good working knowledge of reconciliations, accruals, accounts payable and financial analysis</li> </ul>

Competency	Description of competency
	<ul style="list-style-type: none"> <li>• Good Excel skills</li> <li>• Attention to detail and accurate data entry skills</li> <li>• Strong written and spoken communication skills</li> <li>• Ability to work methodically and systematically with a high level of accuracy.</li> <li>• Can interact at all levels of the organisation, including Management to Operational staff.</li> </ul>
Creating a vision	<ul style="list-style-type: none"> <li>• Understanding the strategic context</li> <li>• Challenging the status quo</li> <li>• Accepting challenges</li> <li>• Committing to the vision.</li> </ul>
Leading with purpose	<ul style="list-style-type: none"> <li>• Living our values</li> <li>• Having the courage to question and speak up</li> <li>• Adapting your style to meet individual needs.</li> </ul>
Making things happen	<ul style="list-style-type: none"> <li>• Giving timely and constructive feedback</li> <li>• Staying close to the issues</li> <li>• Collaborating for better decision-making</li> <li>• Recovering quickly from setbacks.</li> </ul>
Building an awesome team	<ul style="list-style-type: none"> <li>• Valuing uniqueness and differences in others</li> <li>• Trusting others</li> <li>• Sharing information, collaborating and helping others.</li> </ul>
Being authentic and inclusive	<ul style="list-style-type: none"> <li>• Being transparent</li> <li>• Being consistent</li> <li>• Being approachable</li> <li>• Being genuine</li> <li>• Being open to feedback.</li> </ul>

**Values:** Our purpose & values which bring to life WellingtonNZ’s aspired culture.

Our purpose	Our organisational values	Our culture
To make the Wellington region wildly famous	Do it together Dare to be different Show the passion Find the fun Focus on the customer	Collaborative People-centered Supportive Constructive Open Recognition Celebrate success Empowerment Ownership Accountability Learning, coaching and personal growth