

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.

Name of role:	Accounts Assistant – WellingtonNZ (Part-time)
Reports to:	Accountant – WellingtonNZ
Direct Reports:	Nil
Date:	November 2021
Purpose of the job:	<p>The position has responsibility across the WellingtonNZ team (primarily non-Venues) for:</p> <ul style="list-style-type: none"> • Assisting with the processing of all accounts payable and accounts receivable • Assisting with the smooth financial management and reporting of the organisation • Assisting with payroll and general office administration.

PART B: JOB DESCRIPTION

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

Area of responsibility	Actions/ Tasks
Accounts Payable and Accounts Receivable	<ul style="list-style-type: none"> • Work with the Accountant to ensure the effective operation of Accounts Payable and Accounts Receivable • Accurate recording of suppliers’ invoices in Accounts Payable • Understand Delegated Authority (DFA) and apply to approved supplier invoices • Ensure suppliers are paid accurately and within agreed commercial terms – by way of the 20th of the month or adhoc payment runs • Provide appropriate and timely responses to supplier inquiries

	<ul style="list-style-type: none"> • Credit Cards – manage the distribution of monthly statements to credit card holders; ensure credit card holders provide GST receipts and correct coding for expenditure; ensure adherence to Group policies, in particular Sensitive Expenditure • Accurate and timely Debtor invoicing in line with contractual obligations • Regular review and control of the Accounts Receivable ledger, including debt collection, follow-ups with Debtors on overdue debt; keep Accountant and Finance Lead informed of any overdue debtors • Accurate coding of all daily banking transactions for all bank accounts and liaise with Accountant if any anomalies • Complete end of month tasks and reconciliations in a timely manner • Assist the Finance team and wider business with any queries and information requests.
IBIS (i-SITE booking system)	<ul style="list-style-type: none"> • Record daily income (banking) and eftpos sales transactions in MYOB • Update monthly income spreadsheet, stock movements and Cost of Goods Sold (COGS) • Match invoices to voucher numbers • Check ticket sales spreadsheet • Provide support as required to the financial processes in relation to the i-SITE.
Payroll	<ul style="list-style-type: none"> • Assist the Accountant with preparing the fortnightly salary and i-SITE pay runs for submission to external payroll processing party (Datacom) • Build and develop a good working relationship with Datacom • Apply good working knowledge of employment legislation to payroll processing and queries as they arise • Maintain employee records and payroll information securely and efficiently • Maintain discretion and confidentiality regarding all payroll information.
Other	<ul style="list-style-type: none"> • Assist and embrace automation of systems and procedures. • To assist with general administration and office support duties as directed by the Accountant and Finance Lead. • Provide documents as requested by external auditors and assist with their queries. • Adhere to Standard Operating procedures and Group Financial Policies whilst also looking for continuous improvement and efficiencies in processes.

	<ul style="list-style-type: none"> • Maintain procedural notes and training for your key responsibilities –AR, AP, Cash & Bank Administration, and i-SITE record keeping • Undertake and manage other projects as directed by the Accountant from time to time in consultation with the employee.
Health, safety, wellbeing, and compliance	<ul style="list-style-type: none"> • Take an active role in identifying and mitigating any health and safety risks to yourself and others • 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 • Comply, as far as you possibly can, with any instructions, policies, procedures, or guidelines given by WellingtonNZ in relation to health, safety, and compliance • Report any potential hazards or risks to health and safety or the environment as soon as is possible to take immediate action to minimise or mitigate these if it is not potentially harmful to your own health and safety.
WellingtonNZ collaboration	<ul style="list-style-type: none"> • Maintain a “WellingtonNZ-wide” perspective with all your work • Consider how your role links and contributes to other areas of WellingtonNZ, and actively engage when required • Communicate with fellow WellingtonNZ colleagues on work, initiatives, and projects • Actively collaborate and participate in WellingtonNZ-wide initiatives and projects.

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
Functional skills and experience	<ul style="list-style-type: none"> • Strong experience in Accounts Payable/Accounts Receivable role • Sound computer skills in Microsoft Office applications; good Excel skills beneficial • Working knowledge of computerised accounting systems (MYOB or similar) is beneficial • Some payroll experience is beneficial • Attention to detail and accurate data entry skills • Ability to learn new systems • Has a passion for Wellington and the development of Wellington as a visitor destination • Ability to manage multiple projects efficiently and to prioritise competing commitments • Can interact at all levels of the organisation, including Management and Operational staff.
Creating a vision	<ul style="list-style-type: none"> • Understanding the strategic context • Challenging the status quo • Accepting challenges • Committing to the vision.
Leading with purpose	<ul style="list-style-type: none"> • Living our values • Having the courage to question and speak up • Adapting your style to meet individual needs.
Making things happen	<ul style="list-style-type: none"> • Giving timely and constructive feedback • Staying close to the issues • Collaborating for better decision-making • Recovering quickly from setbacks.
Building an awesome team	<ul style="list-style-type: none"> • Valuing uniqueness and differences in others • Trusting others • Sharing information, collaborating and helping others.

Competency	Description of competency
<p>Being authentic and inclusive</p>	<ul style="list-style-type: none"> • Recognising you own strengths and areas for development • Asking for and responding positively to feedback • Questioning and challenging others with respect • Owning your mistakes.

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

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