



POSITION DESCRIPTION: Management Accountant

About ADL	
Vision - the ambitious future state we are working towards	Empowering young people to live connected and meaningful lives.
Treaty Commitment - how we express our commitment as a Treaty partner	ADL works for Pae Ora/ healthy futures as determined by Māori and uphold the articles of Te Tiriti o Waitangi in our service to ensure equitable outcomes.
Mission - how we work to realise our Vision and Treaty Commitment, our unique contribution	ADL is a trusted not-for-profit providing accessible and sector-leading youth wellbeing, mental health, and substance misuse services.
Purpose - the reason we exist, the measurable difference we want to see realised in young people's lives	<p>ADL's purpose, for the young people we are invited to work with, is to:</p> <ol style="list-style-type: none"> 1. Increase their psychological wellbeing 2. Ensure they have more resources to live a resilient, meaningful life 3. Optimise our resources so that as many young people as possible have free, timely access to skilled practitioners who are well trained, resourced and supported in best practice service delivery. 4. Resource their whānau to support them to respond to life events with resiliency. <p>Additionally, ADL will:</p> <ol style="list-style-type: none"> 5. Resource communities to support their young people to respond to life events with resiliency. 6. Contribute positively to the sector so those working with young people and their whānau have the skills, training opportunities, knowledge, and attitudes to support positive change.
Our Kaupapa: - our values, how we go about all that we do, what is important to us	<p style="text-align: center;"><i>Tika and Excellence</i> "Doing what's right, and just, and doing it well" <i>Mauri and Dignity Enhancing</i> "Actively holding hope and vision for the future, everyone is valued and valuable" <i>Kia tina and Adventure</i> "Having big dreams and going for them" <i>Kotahitanga and Relationship</i> "Journeying together, doing it with heart"</p>

Position Purpose

ADL is a growing, dynamic organisation which as a funded provider of mental health services for young people and their whānau and a registered charity involves a wide range of stakeholders.

The Management Accountant is part of the Finance and Information Services (FIS) team within ADL, which supports the values and objectives of the organisation by delivering best-practice financial and information services. It is a multi-disciplinary team with responsibility for all financial and technology aspects of the company while retaining at

is heart a vision for supporting ADL and its leaders with quality data and analysis through integrated information services.

The Management Accountant will have responsibility for all internal reporting and play a key role in external reporting processes. Drawing on their experience they will oversee day to day financial processes such as payroll, AP, AR and CB (all in the hands of others). The MA will also work closely with the Finance Manager in the external reporting processes along with organisational budgeting and forecasting.

The Management Accountant will ensure that all interactions with employees, stakeholders, clients, and their whānau are engaging and respectful and provide a service that reflects the principles of the Treaty of Waitangi.

Reports to:	Finance Manager
Direct Reports:	N/A
Location:	Dunedin

Position Responsibilities

Finance Functions directly held

As a senior Finance member of the team provide oversight to key financial processes, have direct responsibility for monthly and annual reporting to final draft stage and provide cover for financial aspects of the FIS team leader in their absence:

Financial Reporting (Internal)	<p>Prepare for review by the Finance Manager all internal financial reporting on a timely basis. Provide assistance to all teams with quality and timely financial data.</p> <p>Monthly Reporting</p> <ul style="list-style-type: none"> • Prepare/Review all workpapers and base information. • Undertake accrual adjustments • Prepare exception analysis • Distribution of financial reporting to Service Leaders and Managers. • Maintain the asset and depreciation ledgers. <p>Backup develop to the point of providing backup for the Finance Manager for the final preparation and presentation of monthly reports.</p>
External Reporting	Assist the Finance Manager in the preparation of Annual Financial Reports and the annual audit requirements.
Budget and Forecasting	Assist the Finance Manager in preparing budget and forecast information into ADL's financial modelling software.
Documentation	<p>Ensure all aspects of ADL's finance process are supported by clear documentation including: onboarding processes, knowledge basis and finance team procedures.</p> <ul style="list-style-type: none"> • Oversee and sign off all procedures below policy level. • Prepare documentation and procedures as required (this is shared across the team) • Oversee the finance aspects of onboarding new staff.
Communication	Oversight of the Finance inbox.

Commercial	Undertake initial commercial review of simple or low level contracts.
Finance Functions where oversee but largely delivered through other roles.	
Accounts Payable	<p>Oversee and support the other FIS team members to ensure</p> <ul style="list-style-type: none"> • Supplier relationships are suitably documented and suppliers setup and maintained in accordance with ADL Policy. • Supplier bills are suitably authorised, conform with the contract arrangements with the supplier and are for goods that have been received. <p>Backup Finance Approver within ADL approvals process.</p>
Payroll	<p>Oversee and support the Finance and Payroll Administrator to ensure</p> <ul style="list-style-type: none"> • the accurate and timely processing of all payroll requirements in a manner compliant with relevant legislation. • Fortnightly review and sign off of payroll <p>Backup Payroll administration, payroll processing.</p>
Cashbook	<p>Oversee and support the Finance and Payroll Administrator to ensure</p> <ul style="list-style-type: none"> • ADL's bank account and credit card reconciliations are up to date and accurate. <p>Backup Bank Account and Credit Card reconciliations.</p>
Accounts Receivable	<p>Oversee and support the Finance and Payroll Administrator to ensure</p> <ul style="list-style-type: none"> • Customer and Funder relationships are suitably documented and that both are setup and maintained in accordance with ADL Policy. • All aspects of the Accounts Receivable processes are effectively and accurately implemented. <p>Backup Invoicing.</p>
General Responsibilities	
Systems Development	As skills and training enable assist in the technical build out of integrations, queries, applications and workflows to automate ADL processes, reporting and dashboards.
Quality Improvement	Apply a strong continuous improvement orientation to the finance functions of ADL
Other	Other duties as may be reasonably assigned to this position and for which the position holder has received adequate training or instruction.

Key Relationships	
Internal	External
<ul style="list-style-type: none"> - Finance Team - Ngā Hononga Team Members - Service Leaders - ADL Staff 	<ul style="list-style-type: none"> - Suppliers and Funders - Relevant outside organisation and service providers - Clients of ADL services

Person Specifications

Requirement	Essential	Preferred
Technical Skills	<ul style="list-style-type: none"> • Strong background in NZ based financial and commercial Accounting is essential to this role. • Sufficient experience to oversee daily functions (undertaken by others) in Accounts Payable, Receivable, Cash Book, Fixed Assets Payroll Administration & Processing. • Have a history (minimum of five years NZ-based experience) and a strong proficiency in monthly and annual reporting functions. • Sound knowledge of legislation impacting on payroll and its application to the regular processing of pays is required along with experience in processing payroll within modern payroll software. • Commercial experience and skills sufficient to be able to lead the review of and negotiation of contracts from time to time. • Ability to pick up new systems quickly and apply them soundly within an overarching Financial Management process. 	<ul style="list-style-type: none"> • Experience in the use of relevant areas of NetSuite ERP or other ERP systems would be beneficial however full training will be offered to the successful candidate. • Ability to create queries, manipulate and present information using tools such as MS PowerBI. • An understanding of financial management within the Not-for-Profit sector.
Education and Experience	<ul style="list-style-type: none"> • Formal Accounting Qualification to Degree level although extensive NZ based experience may be considered. 	<ul style="list-style-type: none"> • Chartered Accountant registration either complete or nearly complete.
Personal Attributes	<ul style="list-style-type: none"> • Proven ability to work effectively and independently and as part of a multidisciplinary team. • Attention to detail and a high level of accuracy. • Excellent verbal, listening and written communication skills. • Open to change and willing to adopt, initiate and lead change 	

	<p>within the overall development of services.</p> <ul style="list-style-type: none"> • Can set goals for themselves and implement, plan, and process the steps to achieve these. • Forward looking perspective that allows for contingencies and evolving situations. • Commitment to clear and effective documentation of essential business information. • Commitment to improving quality standards in own area of expertise. • Good relational and interpersonal intelligence and willingness to allow that to shape the approach to team work. • Willingness to engage proactively in their own and their team’s cultural competency development. 	
<p>The way we work (expected behaviours)</p>	<p>Stewardship of resources We endeavour to make the most effective use of the resources available to us while at work, be they financial, material, time, environmental, relationships. We take the view that, to the best of our ability, these resources should be used to maximise the benefit to the young people we work with, their whānau and the communities they and we live in.</p> <p>The wellbeing of ourselves and others We will ensure that our actions while at work enhance our own wellbeing and that of others.</p> <p>Diversity, discrimination, and stigmatisation We will act in ways that enhance expressions of diversity, challenge discrimination and reduce stigmatisation. We will act in these ways within the workplace, with our clients and their whānau and in our communities.</p> <p>Integrity We will ensure that our behaviour while at work would always bear the scrutiny of others. In situations where we are unsure about the right thing to do or we think we may have a conflict of interest, we will ask and seek guidance. If we see someone else behaving in a way does not line up with our values we will not ignore it but address it with them and someone else if necessary.</p> <p>Connection, relationship, and trust We place high value on relationships and will work to ensure that they are healthy and supportive. We know that trust needs to be cultivated and commit</p>	

	ourselves to this. We also understand that there are circumstances where confidentiality must be upheld.
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Health & Safety

ADL believes the engagement of all team members in Health and Safety management is essential for good Health and Safety practice. All ADL team members will demonstrate their commitment to Health and Safety by:

- Ensuring their own Health and Safety and that of others around them
- Being actively involved in the management of hazards and risks their position might be exposed to
- Participating in all Health and Safety initiatives that apply to their position, and any other initiatives of interest
- With appropriate support and/or training provide suggestions and solutions for the improvement of Health and Safety practices at ADL.

Cultural Competency

ADL works for Pae Ora/ healthy futures as determined by Māori and uphold the articles of Te Tiriti o Waitangi in our service to ensure equitable outcomes.

All ADL team members will demonstrate this by:

- Engaging in ongoing development of their cultural competency using the Takarangi Competency Framework
- Committing to professional development, formal and informal to support continuous improvement
- Supporting ADL as a culturally safe place for our clients and their whānau, and our colleagues
- Actively participating in cultural supervision.

(i) any other duties as may be reasonably required by us from time to time.

Print Name:.....

Signature:..... Date: / /

On Behalf of ADL:

Print Name:.....

Signature:.....Date: / /