

Position Description

Accountant (Part Time)

Survey and Spatial New Zealand, Tātai Whenua

Our Purpose

Survey and Spatial New Zealand, Tātai Whenua (S+SNZ) is the professional body representing survey and spatial professionals. We are a community who work collaboratively to strengthen and celebrate the knowledge, capability and innovation within this exciting sector for the benefit of our society. Our vision is that we are a globally respected organisation that sustains innovation and excellence for the benefit of our communities.

Our mission is to provide a home which supports, develops and connects our diverse survey and spatial membership within our values of sustainability, integrity, respect, and community.

S+SNZ members are involved in all aspects of land subdivision and development and the capture and application of spatial information. It is governed by an elected president, councillors and board with operations managed by the CEO and National Office staff.

Members participate in six professional streams; Spatial, Cadastral Surveying, Positioning & Measurement Engineering Surveying, Hydrography and Land Development & Urban Design. We also have 15 branches throughout New Zealand.

S+SNZ promotes ethical, professional conduct amongst members, aims to raise public awareness of the knowledge, skills and importance of the profession while representing the interests of members in public issues as they arise.

The Role

The accountant's role is to provide support and financial guidance to the CEO, provide oversight of the day-to-day financial transactions, ensure compliance with financial, statutory and tax obligations, to manage and deliver meaningful financial reporting to the CEO and Board of S+SNZ and to manage the relationship with the external auditors.

As much of the book-keeping is performed by S+SNZ staff, the role is part time, probably requiring around 20-25 hours per month. Most of the role can be performed remotely.

Relationships:

Reports to the Chief Executive

Internal Relationships:	CEO S+SNZ Board S+SNZ Council S+SNZ Staff S+SNZ Branches Members
External Relationships:	External Auditors Suppliers Banks S+SNZ Stakeholders Other Professional and Not-for-Profit organisations Corporate members

Role Responsibilities

- Supporting the Chief Executive in his role and deliverables.
 - Providing accurate, timely and relevant financial and management reports for the CE and Board.
 - Overseeing the financial accounting process within S+SNZ – payroll, debtors, creditors, credit card reconciliations, bank reconciliations and cash management.
 - Forecasting and budgeting.
 - Maintaining the integrity and reconciliation between the IT packages (Xero, Membership database (Memberconnex), Smart payroll)
 - Ensuring all tax requirements are complied with, especially in relation to GST and PAYE.
 - Ensuring S+SNZ complies with appropriate professional accounting standards.
 - Delivering the financial reporting for the annual report.
 - Liaising with and supporting the external auditors with the annual audit.
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Skills and Experience

- CA qualified, or equivalent (CPA, CIMA, etc) with at least 5 years' experience in a similar role.
 - Strong technical accounting and reporting skills.
 - Strong communication skills, verbal and written.
 - Advanced knowledge of Xero, Excel and payroll systems.
 - Staff supervisory skills.
 - Experience with a membership-based organisation would be beneficial.
 - Able to work with limited supervision and in a small team environment.
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Other Attributes and Requirements

- NZ Residency
- Numerate with excellent attention to detail
- Excellent communications skills, both oral and written with open communication
- Good people relationship skills and the ability to manage priorities.
- Flexible and adaptable
- Personable with the ability to work within a small team.

June 2021