



Marlborough Primary Health

KIMI HAUORA WAIRAU | SEEKING WELLBEING IN MARLBOROUGH

POSITION DESCRIPTION

Position Title:	Assistant Accountant
Reports To:	Finance and Business Manager
Interactions:	All employees of MPH, MPH Board of Trustees, General Practice Teams, Maori Health Providers, Nelson Marlborough District Health Board, Nelson Bays Primary Health and Community Agencies.
Purpose:	To provide financial and business input in the day to day financial processes of the MPH and associated entities. Gathering and monitoring financial data, ensuring data integrity so management reporting is timely, accurate and relevant.
Role specifics:	Full-time – salary

PRINCIPLE REQUIREMENTS	PERFORMANCE OUTCOMES
Accounting functions and support for MPH and associated entities	<ul style="list-style-type: none">• Work with the finance team to provide relevant and timely information to all managers and stakeholders.• Finalise month end for all entities in a timely manner• Reconcile all General Ledger Accounts monthly.• Work with all teams to ensure monthly reporting timelines can be achieved.• Prepare, balance and process GST payments - bi monthly – all entities• System and process documentation – ensuring documentation is maintained and up to date and can be easily accessed.• Assist in the preparation of monthly financial reports and performance analysis. Ensuring deadlines are met.• Assist in the preparation of annual budgets and cashflow plans.• Ensure the financial accounting system meets specific contractual requirements (e.g. reporting, budgets, service delivery, overheads and audit).• Other accounting and financial duties as required from time to time.• Manage all payroll processes for MPH –work with Chief Executive and team leaders to ensure correct HR processes are followed.• Process fortnightly payroll for all associated entities. Ensuring up to date current legislation and employment laws are adhered to.• Process Payday Filing

	<ul style="list-style-type: none"> • Ensure timely payment of PAYE • Performs any other duties that may be necessary from time to time as advised by the CEO. • Implements the Treaty of Waitangi principles by participating in opportunities and initiatives that will contribute to reducing the disparity in health status between Māori and non-Māori. • Streamlines processes and systems where relevant. • Acts as a role model for Health and Safety, always leads safe work practices and reports any accidents or near misses in a timely and accurate fashion.
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Relevant Behaviors Required	<ul style="list-style-type: none"> • Initiative, communication, robustness/resilience, interpersonal, pragmatic, attention to detail, privacy, and confidentiality skills.
Qualifications, Skills and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Relevant tertiary qualification or a minimum of 5 years' experience in a similar role. • Interest and/or knowledge in Employment legislation • Good knowledge of MS Office. • Demonstrate technical financial competence. <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience of a similar role in the Health/or related industry. • Current New Zealand Driver's License. • Knowledge of the principles of the Treaty of Waitangi.