



## **Assistant Accountant**

### **POSITION OVERVIEW**

Title of Position:	Assistant Accountant
Position Type:	Full Time Permanent
Reports To:	Chief Financial Officer (CFO)
Location:	Remuera, Auckland

#### **About the Organisation**

At New Zealand Golf you will find a passionate team of golfers (and even some non-golfers) who embrace a people and family first culture. With employee wellbeing at the centre of our focus, we enjoy benefits such as gifted Christmas leave, additional maternity/paternity support, our birthday's off, gym and golf membership, a modern office with stand-up desks and a stunning view overlooking the 18th hole of the Remuera golf course. We are a hard-working, fun group who believe golf enriches the lives of those engaged with the game.

New Zealand Golf is a not-for profit charitable trust established in 1910 as the governing body for golf in New Zealand responsible for leading, growing and supporting the game. Golf is the most played sport in New Zealand with over half a million kiwis playing each year at one of the 390 clubs throughout the country.

As a sector, golf employs over 2,000 people and contributes more than a billion dollars to the national economy each year. As a sport, golf makes a significant contribution to the health and wellbeing of its participants, increases the social connectivity of communities and improves provides important education and life values outcomes for young people.

New Zealand Golf is focused on inspiring increased participation in golf through a range of initiatives, programmes and support services. The organisation also provides a wide range of services for the game including overseeing the rules of the game, running of the national handicapping system, managing the New Zealand Golf representative team programme (including the Olympic programme) and the management of over 20 elite golf tournaments.

New Zealand Golf owns technology company DotGolf who provide software system solutions to the golf sector both locally and globally.

#### **Purpose of the Position**

The assistant accountant role will be the 2IC to the CFO. The role will manage the day-to-day transactional processing for New Zealand Golf, be responsible for DotGolf accounting services (including budget, month end and reporting) and assist the CFO in the compilation of reports and preparation of financial statements.

Given the small size of the finance team, the position will work across the entire finance function.

## Key Responsibilities

KEY TASK	EXPECTED OUTCOME:
<p><i>Monthly Management Reporting and Statutory Reports and Forecasts</i></p>	<ul style="list-style-type: none"> <li>• Completion of DotGolf month end, profit and loss forecasts and monthly management reports for DotGolf board and NZ Golf senior leadership.</li> <li>• Monthly reconciliation of local body and trust funding with Participation team.</li> <li>• Management of key balance sheet accounts including accruals and prepayments.</li> <li>• Assist with the preparation of timely and reliable NZ Golf and group monthly management accounts and processes including:               <ul style="list-style-type: none"> <li>◦ Preparation of GST and PAYE returns.</li> <li>◦ Preparation of monthly NZG balance sheet reconciliations.</li> <li>◦ Preparation and processing of manual journal entries.</li> <li>◦ Reconciliation and reporting of LoveGolf inventory balances.</li> </ul> </li> <li>• Prepare DotGolf (and subsidiary) Financial Statements for tax purposes and assist in the compilation of the New Zealand Golf Group annual report and external audit.</li> <li>• Completion of the DotGolf budget and assistance in the NZ Golf and group annual budget.</li> </ul>
<p><i>Debtors, creditors and day-to-day transactional work</i></p>	<ul style="list-style-type: none"> <li>• Timely and accurate processing and payment of Debtors and Creditors:               <ul style="list-style-type: none"> <li>◦ Accurate and timely processing of NZG creditors into Xero.</li> <li>◦ Management of creditor invoices and collation of monthly creditor run</li> <li>◦ Processing of payment in online banking for approval.</li> <li>◦ Prepare Debtor invoices and actively manage group receivables and prepare aged Debtors report for inclusion in board reporting.</li> </ul> </li> <li>• Timely and accurate accounting and transactional work:               <ul style="list-style-type: none"> <li>◦ Complete daily bank reconciliations and 20<sup>th</sup> bank reconciliations for DotGolf</li> <li>◦ Maintain fixed and intangible asset register.</li> </ul> </li> </ul>

<p><i>Other Accounting and Administration Support</i></p>	<ul style="list-style-type: none"> <li>• Responsible for and management of NZG Annual club levy process</li> <li>• Completion of all other tasks which will ensure the finance function operates smoothly and provides timely and accurate information for the CFO and New Zealand Golf's stakeholders: <ul style="list-style-type: none"> <li>◦ Assist on various project work as required for both the finance function and wider NZ Golf team.</li> <li>◦ Assist DotGolf General Manager with Ad Hoc financial support.</li> <li>◦ Attend to and resolve internal and external finance related queries or direct them to the appropriate team member.</li> <li>◦ Assist accounting firm compilation of tax and other periodic returns.</li> </ul> </li> </ul>
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### **Experience, Competencies and Attributes**

Requirements	Descriptors
<p>Specialist qualifications, knowledge and experience</p>	<ul style="list-style-type: none"> <li>• Tertiary training in accounting, finance or business.</li> <li>• At least 3 years' experience working in a finance function as an accountant or assistant accountant role.</li> <li>• A good working knowledge of journals, reconciliations, accruals, receivables, payables and financial reporting.</li> <li>• Good base knowledge of financial accounting, month end reporting and understanding of Financial Statements</li> <li>• Experience with Microsoft Office software with intermediate level Excel skills.</li> <li>• Previous experience using Xero would be an advantage.</li> </ul>

Requirements	Descriptors
<p>Professional Knowledge</p>	<ul style="list-style-type: none"> <li>• Knowledge of products and services provided by New Zealand Golf.</li> <li>• Basic understanding of Financial Reporting Standards.</li> <li>• Ideally role would suit a CA/CPA or a person currently undertaking qualifications.</li> <li>• Understanding of GST legislation.</li> </ul>

Requirements	Descriptors
Personal attributes	<ul style="list-style-type: none"> <li>• Is passionate about sport (ideally golf).</li> <li>• Commitment to New Zealand Golf values and culture.</li> <li>• Is energetic, highly motivated, enthusiastic and considerate.</li> <li>• A team player that adds value to the team environment.</li> <li>• Willing to work across the entire finance function including getting stuck in with day to day transactional processing tasks.</li> <li>• Establishes and maintains effective relationships</li> <li>• Desire to challenge themselves, learn new things and grow in the role.</li> <li>• Delivers clear, concise, effective and persuasive written and oral communications.</li> <li>• Ability to work methodically and systematically with a high level of accuracy.</li> <li>• Positive interpersonal skills with the ability to work collaboratively in a team and engage with all stakeholders of an organisation.</li> <li>• Highly organised, process orientated and self-disciplined.</li> </ul>