

FINANCIAL ACCOUNTANT

Position: Full time, permanent
Grade and Salary: Grade 9; Salary range \$79,443 to \$83,624

BACKGROUND INFORMATION

Christchurch Polytechnic Institute of Technology (CPIT) is the largest South Island ITP (Institute of Technology and Polytechnic). The institute has two centrally located large campuses in Christchurch and a number of smaller learning centres around Christchurch. Emphasis is on applied learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

CPIT welcomes approximately 30,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānanga o Ōtautahi (CPIT) also provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1,800 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

INTRODUCTION

The Corporate Services Division includes Finance, Information Technology and Facilities Management. Finance provides accounting and other financial services to all of the Faculties/Divisions/Centres of the Polytechnic.

Members include the Director Corporate Services/CFO, Secretary, Financial Accountant, Management Accountant, Senior Financial Services Officer, Accounts Receivable Clerks, Accounts Payable Clerks, Banking Clerk and general Finance Clerks.

PROFILE

The successful applicant will be able to demonstrate that she/he has the ability to manage the tasks, relationships and the employment context for this position, this includes:

- Being degree qualified, or an appropriate alternative accounting qualification, and a Chartered Accountant, with a minimum of 5 years experience in a similar Accounting role within a large organisation. Tertiary sector experience is desirable.
- Understanding the “not for profit” / public benefit sector
- Familiar with triple bottom line and other qualitative measures of reporting
- Being self managing with a proactive approach, able to work both independently and in group situations
- Possessing an enquiring mind and excellent analytical abilities
- Having an excellent knowledge of IFRS, GST legislation, and contractual law
- Having a strong knowledge of Excel
- Having a broad knowledge of large Financial Management Systems, ideally with experience in the Kypera System
- Possessing excellent oral and written presentation skills
- Experience with report writing for external audiences
- Demonstrating appropriate communication skills to interact at a senior management level
- Having experience in systems analysis and change management
- Experience in managing internal and external audit processes

- Experience in the development and reviewed contractual documents
- Experience in establishing systems for financial management and reporting of projects
- Strength of character to tackle contentious issues in an appropriate and professional manner
- Willingness to commit to CPIT staff profile which encompasses bicultural, international, disability, and environmental awareness; health and safety; a focus on students, teaching and learning

RESPONSIBLE TO

Chief Financial Officer (CFO)

KEY TASKS

- Preparation of consolidated (parent and group) Financial Statements for annual report
- Preparation for, and Management of, the interim and annual audit process
- Completion of six monthly financial reporting to Tertiary Education Commission
- Uploading of annual budget data to ledger
- Tracking and recording of agreed variances to budget
- Monitoring of ongoing financial performance relative to budget and regularly reporting variations and anomalies
- Preparation and review of internal monthly financial reports by the 10th of the following month
- Preparation of Monthly financial statements for presentation to CFO
- To ensure that all control accounts are reconciled and that work papers are maintained to verify this.
- Completion of monthly GST returns
- Provide support to CFO in the preparation and review of contracts and other relationship agreements.
- Ensure that all contractual obligations – financial and reporting – are achieved.
- Ensure that the GL accurately reflects the financial data contained in the various CPIT subsystems i.e. Payroll, Jasper debtors, Student Management System, Kypera Creditors, and all Bank accounts in a timely manner
- Maintain and deliver an internal audit programme to ensure compliance with all internal finance policies and external best practice
- Manage daily cash flow and funds on investment
- Approval of debtor write offs and debts to collection
- To provide training on functionality of Kypera and JASPER as requested or when a skill gap is identified.
- To provide backup to Management Accountant for the preparation of the monthly financial data required by Strategic Leadership Group
- Attend Strategic Leadership Group meetings
- Monitoring of contestable funding budgets, spending, and associated reporting to external bodies eg TEC
- Document all processes and procedures relevant to this position
- To attend financial monitoring meetings and other meetings as required by CFO.
- To provide assistance to CFO as required.
- To provide a monthly report to CFO on activities.

DELEGATIONS

Approval of sending pre-DC letters to debtors

Approval of sending debtors to DC

Approval to write off debtors up to \$1500

Approval and signoff of new creditor account application forms

To make decisions and signoff on expenditure up to \$5000 provided it is within budget

FOR YOUR INFORMATION

1. Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

2. Professional Development

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager and time is provided to achieve the plan.

3. CPIT Profile

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

4. Health and Safety

Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for shortlisting but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions. Eg a hearing test for those involved in engineering workshops.

5. Employment Terms and Conditions

Appointment is within the terms of employment law and the TIASA Collective Employment Agreement. For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the TIASA Collective Agreement which covers the position offered. If the staff member joins the TIASA union the terms of the collective document continue to apply; should he/she

decide not to join the union, the staff member remains on an individual agreement and we may mutually agree to terms after the 30-day period expires.

CPIT's Allied Staff Collective Employment Agreement (01 April 2007 — 31 March 2009) will be offered in the List instance.

A job evaluation system is used to determine the grade and therefore the salary range for this position. It is usual to appoint at the lower end of the appointment range specified in the position description.

APPLICATION DETAILS

Applications for appointment must be marked:

Financial Accountant

DI3214

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
P O Box 540

Email: hr@cpit.ac.nz
Phone: 03 940 8623
Fax: 03 940 8616

***Applications Close
Friday 23 May 2008***

The standard application form provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed. CPIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.