



## Position Description

<b>Position Title</b>	Management Accountant	<b>Location</b>	Christchurch
<b>Team</b>	Business Services	<b>Direct Reports</b>	Accounts Administrator
<b>Reports To</b>	Finance Manager	<b>Date</b>	September 2017
<b>Overview of Role</b>	The Management Accountant is responsible for the robust and timely preparation and reporting of Anthony Harper's firm accounts.		
<b>Key Relationships</b>	<b>Internal</b>	All Anthony Harper staff	
	<b>External</b>	Clients, suppliers, business providers and consultants	

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### Financial and management reporting

- Timely production of accurate monthly financial and operational reports; analysis of results for trends and inconsistencies
- Complete the annual accounts to the level that would pass any external review/ audit
- Preparation of papers on financial matters for Board purposes
- Develop an indepth understanding of accounting as it relates to partnerships
- Carry out monthly Business Development reporting
- Build and maintain monthly balance sheet back up, analysis and commentary
- Complete monthly KPI summary and other performance analysis requirements
- Complete analysis of office expenses charged to clients

### Budgets and Forecasting

- Prepare and provide input into the annual budget and quarterly re-budgeting process
- Provide forecasting and trend analysis for the preparation of firm and practice team business plans

### Finance and Accounting Processes

- Supervise processes to ensure:
  - o accurate production of invoices; including office expense/ disbursement charging and correct GST treatment
  - o all financial transactions are processed in a timely and accurate manner
  - o all financial and management accounting is completed to the highest standard and is audit compliant
- Carry out reconciliation of practice management to accounting system
- Learn and understand trust accounting to provide cover when Finance Manager is absent
- Supervise all aspects of accounts payable, receivables, payroll, general ledger and reconciliation of fixed asset register; ensuring robust and efficient processing and a high level of accuracy are achieved in these functions
- Develop relevant and cost effective internal controls, including enhanced balance sheet controls
- Review and document policies, procedures and process notes relating to finance functions, identifying improvements and necessary controls

### Expenditure, Cashflow and Financing

- Oversee cash flow and cash flow forecasting
- Report debtor levels
- Ensure compliance with any banking facilities
- Manage partner capital and current account balances
- Manage provisional tax payment process for partners

### Leadership and Supervision

- Create open and effective communication, feedback and working relationships within the business services team and across the firm
- Provide strong supervision to direct reporting staff, supporting and encouraging performance, and providing learning and development opportunities to improve performance and efficiency
- Provide training to all accounting staff
- Adhere to all human resource policies, procedures and standards

In addition, carry out any additional tasks and responsibilities as may reasonably be required to meet the demands of the position and the needs of the firm. Compliance with all firm policies, standards and procedures is an essential requirement.

It is expected that all responsibilities are carried out consistent with the values, capabilities and indicators as outlined in the Anthony Harper professional continuum.

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### **Anthony Harper Values**

The way we go about things at Anthony Harper is what defines us for our own people, our clients and those we work alongside. The Anthony Harper Way is:

- Upfront, honest and accountable
  - Think best
  - Whatever it takes
  - Proud to be us
  - We've got your back
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<b>Role Profile - Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Qualified accountant (CAANZ or equivalent)	✓	
Substantial experience in similar role		✓
Technically strong with robust systems knowledge	✓	
Advanced user of Excel with ability to create and use complex models.	✓	
Knowledge of SQL of great advantage.		
Strong analytical skills, with demonstrated capability to implement, manage and review systems and processes. Ability to identify continuous improvements and efficiencies.	✓	
Confident communicator	✓	
Professional and personable in both attitude and conduct. Engaging personality.	✓	
Previous leadership experience. Collaborative and with a strong team spirit.		
Good fit with the team – enthusiastic, responsive, supportive and accommodating	✓	

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### **Variation**

The duties provided above may be modified and updated by the employer from time to time following consultation with the employee.

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