

## Accounting Manager

Are you looking for the right opportunity to further your career, or the chance to share your well-seasoned accounting skills, in an international NGO that is focussed on the development of our New Zealand communities? The successful candidate will be guided by and work under the direction of the National Treasurer Marc Rivers, an experienced global finance executive, who is currently the CFO of Fonterra.

Situated in Newmarket, the National Office of the Bahá'ís of New Zealand is looking for an Accounting Manager to manage the full range of accounting functions at a national level and coordinating the accounting function across 35 localities working with the local treasurers.

We are now looking to appoint an Accounting Manager to support the delivery of our goals. As a key member of the administration team, the successful candidate will provide a high level of hands-on management and support to the organisation in the following areas:

- Monthly preparation of financial statements and reporting of donations received and expenditure against budget to the National Spiritual Assembly and reporting and financial statements for the Regional Bahá'í Councils.
- Preparation of National Spiritual Assembly annual accounts including annual accounting working papers and accounts for reporting to Charities Services.
- Provision of management reporting, tracking, budgets and forecasting.
- Provision of technical advice, support and training to regional and local treasurers.
- Preparation of final set of audited annual accounts, working directly with external auditors.
- Review financial and accounting processes and systems to ensure a high level of efficiency and security.
- Treasury management including cashflow forecasts.
- Preparation of annual financial and tax statements.
- Ensuring tax management compliance for GST.

### Required Competencies:

Note: These are the ideal qualifications but a development plan can be created for an individual who is highly motivated but missing some of these attributes.

Qualifications	<ul style="list-style-type: none"><li>• A full tertiary qualification in accounting</li><li>• Provisional or full ACA/CA membership</li><li>• Experience in an intermediate (or above) role in the accounting business services section of a chartered accountant's practice</li><li>• 3+ years in a commercial or contracting environment</li></ul>
Accounting Skills	<ul style="list-style-type: none"><li>• A good understanding of accounting practices and principles</li><li>• Ability to reconcile and investigate discrepancies</li><li>• Ability to work through issues and identify appropriate accounting principles and treatment</li></ul>
Computer Skills	<ul style="list-style-type: none"><li>• Ability to operate in a Microsoft environment, including Microsoft Word and Excel, particularly graphing and charts</li><li>• Ability to operate accounting programs</li><li>• Ability to use financial systems, in particular the Xero general ledger system</li></ul>

Communication Skills	<ul style="list-style-type: none"> <li>• Well-developed and proven listening, verbal and written communication skills</li> <li>• Ability to express oneself clearly in conversation and interactions with others, face-to-face, over the phone, by email and in writing</li> <li>• Ability to communicate accounting principles and practices in an understandable way to non-accountants</li> </ul>
Time/Project Management Skills	<ul style="list-style-type: none"> <li>• Ability to meet deadlines and provide complete and relevant information</li> <li>• Ability to accomplish significant projects, alongside regular and routine daily, weekly and monthly accounting tasks</li> <li>• Ability to utilise time and resources effectively in a multi-tasking environment</li> <li>• Ability to plan and prioritise tasks</li> </ul>

**In addition, the following personal skills are essential:**

- Trustworthiness
- A service minded approach to work
- A positive manner; discretion and confidentiality
- Ability to collaborate closely with colleagues
- Ability to build capacity and see the best in others
- High level of accuracy and attention to detail

The following knowledge is preferred however there will be the opportunity to acquire this knowledge:

- Familiarity with the guidance of the Universal House of Justice on a wide range of subjects including the progress of the Plan
- Knowledge of the policies of the National Spiritual Assembly, including “Guidelines for Local Spiritual Assemblies”

**Why come and join our team?**

- You will get the opportunity to join a professional, enthusiastic, and supportive team of people doing interesting work in communities across New Zealand
- You will be part of a small close-knit team
- Pleasant work environment in a modern building
- Flexible work practices
- You will have the opportunity to work alongside people from a diverse range of backgrounds

Please send your CV and cover letter to [hr@bahai.org.nz](mailto:hr@bahai.org.nz)

Applications close on 26 June 2020