



Job Description Company Accountant

Position Details			
Role	Company Accountant	Position Type	1.0 FTE
Reports to	Group Finance Manager	Direct Reports	Nil
Location	Kaitaia	Date	31 March 2025

Te Rūnanga o Te Rarawa
<p>On the 22 September 2015, Te Runanga o Te Rarawa was dissolved as our pre-settlement entity. As a result, Te Runanga o Te Rarawa PSGE was established to transition Te Rarawa o te Iwi into a Post Treaty Settlement era, when the Te Rarawa Claims Settlement Act came into law.</p> <p>Te Waka Pupuri Putea was established as the Asset Holding Company subsidiary with its primary function to hold, protect and grow the Iwi Assets.</p> <p>And Te Rarawa Anga Mua subsidiary was established as the Social Development Trust to support the inter-generational development of Te Rarawa whanau, hapu and Iwi.</p>

Key Principles that inform decision making. Providing both direction and flexibility, they can be applied to new and evolving circumstances.	
<p>Te Rarawatanga Utilising our customs and practices to uphold and preserve Te Rarawatanga</p>	<p>Service Recognising and responding to the needs and desires of Te Rarawa Whānau, hapū and marae</p>
<p>Cultural Appropriateness Ensuring proper use and dissemination of our cultural heritage and taonga</p>	<p>Environmental Sustainability Prioritising our role as kaitiaki of our whenua and natural resource, preserving these for future generations</p>
<p>Ethics Avoiding investment in products, companies, or industries with a negative impact on our people, environment, or society in general</p>	<p>International Standards Adhering to international standards specifically those that continue the proud Te Rarawa tradition of advancing the position of indigenous peoples protecting the environment and responding to climate change</p>



TE RARAWA

Purpose of the Position

The Company Accountant will provide support to the Group Finance Manager and wider finance team by helping to prepare financial statements, account reconciliations, budgets, and processing invoices.

The Company Accountant will be a key member of the finance team who are responsible for accurate financial record keeping and all financial reporting.

Key Relationships and Stakeholders

Internal	Nature of Relationship
Te Rarawa Group Finance Manager	Reporting and Approvals
Te Te Waka Pupuri Putea Group General Manager	Reporting and Approvals
Te Rarawa Anga Mua GM	Reporting and Approvals
Te Runanga o Te Rarawa CEO	Reporting and Approvals
Other Staff	Support staff to achieve environmental targets, processes, and activities
External	Nature of Relationship
Iwi Members	Collaboration
Government Agencies	Build effective and enduring relationships

Key Responsibilities

The role is instrumental in contributing to the finance team decisions about what will ultimately improve business performance.

Key responsibilities include but is not limited to:

- Supporting the Group Finance Manager and wider finance team.
- Assist in the preparation of monthly management accounts and consolidations.
- Assist with the preparation of Group statutory financial statements.
- Ensure compliance with accounting standards and regulations.
- Supporting the General Managers to prepare annual budgets and forecasts.
- Provide timely and effective advice to the Group Finance Manager on budget variances.
- Maintain accurate fixed asset register.
- Payroll processing.
- Verifying financial information, making corrections where appropriate.
- Collaborating to work on various accounting projects.
- Providing support throughout the audit process.
- Oversee the processing of payments and invoices accurately and within expected time periods.
- Other administrative duties for task delegations.



TE RARAWA

Person Specifications

Requirement:

- At least 2-3 years of experience in a similar role.
- Accounting degree qualification minimum.
- Strong Excel skills.
- Looking for the next step to further your career.
- Experience with Xero or other computer-based accounting systems.

Preferred:

- CA or CPA.

The Company Accountant will also have the following skills:

- The ability to work accurately with excellent attention to detail.
- Excellent communication skills and able to interact with people at all levels within the organisation.
- Discretion as you will be dealing with sensitive information and figures.
- The ability to work to strict time constraints.
- The ability to prioritise work.
- An organised and methodical approach to a task.
- Be prepared to undertake on-the-job training.

What we offer

You'll be joining an inclusive environment where people are supported to be able to do their best work.

- The opportunity to work with a passionate, dedicated finance team.
- Opportunity to develop and grow your career.