

## POSITION DESCRIPTION

<b>Position Title:</b>	Financial Accountant
<b>Reports To:</b>	Group Finance Manager
<b>Direct Reports:</b>	Nil
<b>Group:</b>	Finance & Business Performance team
<b>Grade:</b>	KF16
<b>Key Relationships:</b>	People & Culture, Digital & Data, Commercial Partnerships, Infrastructure, Farms and Facilities, Research scientists, Legal and External and Internal Auditors
<b>Location:</b>	Tuhiraki, Lincoln

## WHO WE ARE

The Bioeconomy Science Institute brings together AgResearch, Manaaki Whenua - Landcare Research, Plant & Food Research and Scion into a single organisation. We are here to support the growth and resilience of the bioeconomy in New Zealand and beyond.

We are passionate innovators, dedicated to making a difference to the future of New Zealand by delivering world-leading research and through complex problem solving across diverse agricultural areas. We are respected by the scientific community for thought leadership, trusted by industry partners for the value we add to the sector, and admired by farmers and governmental stakeholders for all that we do to keep New Zealand at the forefront of global agricultural excellence.

We go beyond innovation to maintain AgResearch group's role as a leading collaborator and contributor to New Zealand's worldwide agricultural reputation.

Our Vision is to drive economic prosperity by transforming agriculture while incorporating the fundamental concepts of sustainability, environmental responsibility and mātauranga Māori.

## POSITION SCOPE & PURPOSE

The Financial Accountant will support the Group Finance Manager develop and maintain the compliance-based finance functions at AgResearch, ensuring quality financial management, financial oversight, and reporting functions for the organisation.

This role will provide a high level of assurance to the financial information presented to all stakeholders.



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*Significance*

*Balance*

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## KEY ACCOUNTABILITY AREAS

### FIXED ASSETS

- Maintain the fixed asset register, including managing fixed assets, depreciation and capital expenditure processes.
- Calculate accounting and tax depreciation.
- Prepare capital expenditure and depreciation group forecast and budgets.
- Support science and infrastructure teams in preparing business cases for major capital expenditure, including financial analysis and post implementation reviews.
- Respond to fixed asset and capital expenditure queries as first point of contact.

### GROUP FINANCIAL REPORTING

- Assist with the preparation of monthly financial reports which inform both Parent and Group positions.
- Assist with the preparation of Group quarterly financial reports and all other legislated reporting requirements.
- Assist with the production of the annual report financials and KPI's whilst liaising with the external auditors to promote a collectively efficient process.
- Prepare and develop 'as at' Management Financial Information in conjunction with the wider Finance Team.
- Assist the wider Finance Team with the annual budgeting and rolling forecasting processes.
- Provide accounting support to corporate areas of the business.

### MASTER DATA AND SYSTEMS

- Regularly review financial practices performed outside of core finance system to ensure good practice is achieved.

Assist with the maintenance of finance system master data so that the integrity of AgResearch Group's financial reporting is assured.

- Maintain the balance sheet reconciliation file and complete reconciliations for areas of responsibility.



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## POLICY & PROCESS

- Challenge business processes to improve efficiencies across financial function

## HEALTH AND SAFETY

- Maintain current knowledge and comply with all AgResearch's health, safety, and wellbeing (Te Whare Tapa Whā), policies, frameworks, systems, and procedures.
- Demonstrate safe workplace behaviour by taking all practicable steps to ensure own and other's safety in the workplace, coaching and influencing your people to ensure goals are met.
- Identify and report incidents, hazards, near misses and safety observations via AgResearch's health and safety reporting system.

## ORGANISATIONAL OBJECTIVES

- Actively participates in developing capability to strive towards our responsibilities as a tiriti partner. This includes, Te Tiriti o Waitangi training, te reo Māori me ōna tikanga, cultural bias training and actively supporting Māori employees to mitigate inequities.
- Ensures that all information created or received during the course of your work is managed as per AgResearch Information Management policy. This includes naming, storing, classifying and ensuring it is available to other staff as per the policy."
- Actively participates in AgResearch performance process including setting objectives and having a robust development plan. Proactively and constructively contributes to performance conversations and personal development.
- Embraces the AgResearch Values framework and develops own behaviours to support these values on a continuous basis.
- Takes responsibility to understand and apply AgResearch policy, processes, systems, and procedures daily.
- Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
- The accountabilities set out above are not exhaustive. Therefore, it may be necessary for you to undertake other reasonable accountabilities as required, which are within your abilities.



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## PERSON SPECIFICATIONS

The person best suited to this position will possess the following:

### EDUCATION & QUALIFICATIONS

- Tertiary qualification in Finance discipline e.g. Accounting, Commerce, Finance
- Qualified Chartered Accountant or equivalent.

### CAPABILITIES & EXPERIENCE

- Strong technical background in core finance areas.
- Experience with tier 1-2 Financial Management systems.
- Has excellent verbal/oral communication skills and strong interpersonal skills to liaise with a wide range of internal and external customers and suppliers



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## COMPETENCIES

Organisational wide competencies – these are the competencies determined by the organisation as critical to every role.	
Accountability	Accepts responsibility for one’s actions regardless of outcomes.
Caring About People	Displays sensitivity towards the attitudes, feelings, or circumstances of others.
Developing People	Provides support, coaching, training, and career direction to others.
Integrity	Acts honestly in accordance with moral or ethical principles
Driving Results	Accomplishes goals, completes tasks, and achieves results.
Leveraging Diversity	Respects and values individual differences to obtain a desired effect or result.
Relationship Building	Develops collaborative relationships to facilitate current and future objectives.
Self-Development	Actively acquires new knowledge and skills to remain current with and/or grow beyond job requirements.
Role based competencies – these are the competencies required to perform this role.	
Driving change	Champions new methods, systems, and processes to improve performance.
Flexibility	Changes direction as appropriate based on new ideas, approaches, and strategies.
Listening to Others	Listens and restates the ideas and opinions of others to improve mutual understanding.
Processing Information	Gathers, organises, and analyses diverse sources of information.
Decision Making	Uses sound judgment to make timely and effective decisions.
Influencing others	Persuades others to help achieve organisational goals and objectives.
Solving Problems	Identifies solutions given available information.
Business Insight	Applies business knowledge to achieve organisational goals and objectives.
Dealing with Ambiguity	Comfortably handles unclear or unpredictable situations.
Professionalism	Acts in accordance with job-related values, principles, and standards.

