

## The Role

Location:	Wellington	Team:	Finance
Grade:	15	Reports to:	Manager Finance
Employment:	Permanent		

## Responsibilities

The Corporate Services Group enables EECA's people to thrive by providing outstanding support services, fit-for-purpose business tools, and expert advice. The Finance Team is responsible for managing and overseeing EECA's financial environment.

The Financial Accountant will support the Manager Finance and Senior Financial Accountant with EECA's finance functions, in particular with financial accounting and project work as required.

## EECA's Purpose and Behaviours

### Our Purpose

EECA's purpose is to mobilise New Zealanders to be world leaders in clean and clever energy use. We are Te Tari Tiaki Pūngao – Guardian of the energy. This means we have a responsibility to ensure that all of New Zealand recognises that the energy we save now will be an asset to our future, in a multitude of ways. We want a sustainable energy system that supports the prosperity and well-being of current and future generations.

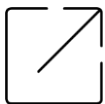
In order to get there, our strategic focus areas are:

- Productive and low emissions business
- Efficient and low-emissions transport
- Energy efficient homes
- Government leadership
- Engage hearts and minds

More information on who we are and what we do is available on our website [www.eeca.govt.nz/about-eeca](http://www.eeca.govt.nz/about-eeca)

### Our Key Behaviours

EECA has identified four key behaviours that will help us succeed. We will be looking for applicants that can demonstrate these behaviours.



Open to the new



Stand in others' shoes



Believe in 'we' not 'me'



Deliver the goods



## Key Result Areas

- Support EECA’s financial reporting process. This includes the reconciliation of balance sheets and general ledger accounts, fixed asset management, month end processing and supporting the Senior Financial Accountant with monthly board reports and statutory reporting
- Provide a professional, efficient and effective service to all stakeholders by way of analysis, advice and support – including the provision of support to users of financial systems
- Produce tax returns including GST, FBT and ensure payments are made by the due date
- Support the Senior Financial Accountant to plan and manage the interim and year end audit process and provide internal and external auditors with information as necessary for auditing purposes
- Manage EECA’s cashflow and term deposits and reconcile EECA’s bank accounts three times a month
- Provide support for Finance team members and cover when required, including back up for Accounts Payable.
- Undertake a regular review of processes and procedures to ensure that they remain relevant, efficient and effective.

## Key Competencies

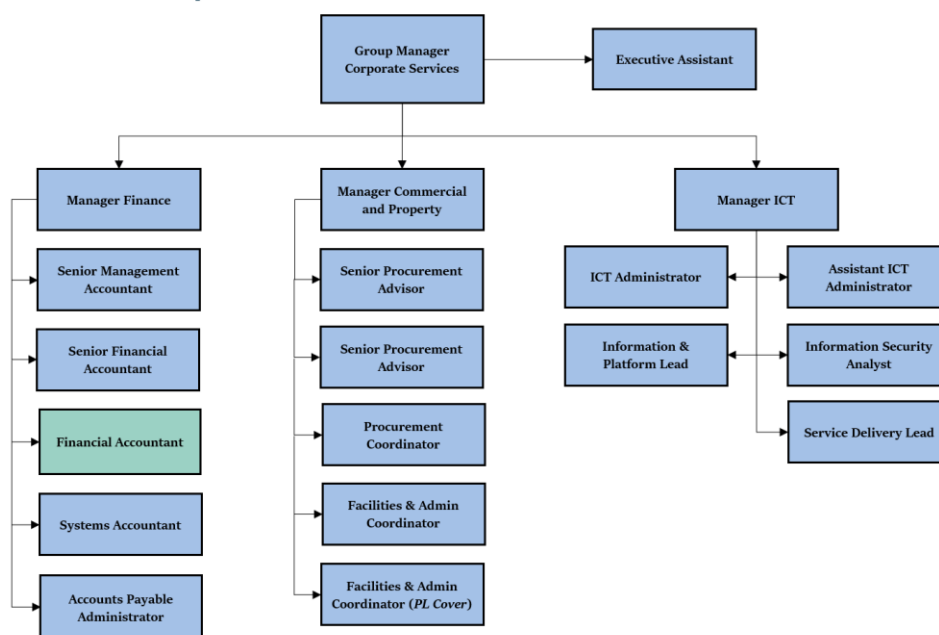
- Planning and priority setting
- Effective communication
- Finding solutions
- Continuous learning
- Strong customer service

## Relationships

It is expected that effective working relationships are established with relevant EECA staff and external stakeholders.

Where your position fits:

### Corporate Services Group



### Key Internal Relationships

- EECA Wider Leadership Group
- Corporate Services Leadership Team
- Staff at EECA

### Key External Relationships

- Ministry of Business, Innovation and Employment
- Inland Revenue Department
- Service providers e.g. banks
- Other Government departments and organisations

## Educational Qualifications, Experience and Skills Required

- Understanding of key principles of financial management and accounting
- Experience with Technology One
- Ability to work both collaboratively and autonomously in the Finance Team
- Strong customer focus
- Strong relationship management skills, quickly building credibility and trust.

## EECA's Working Environment

A policy of equal employment opportunity operates and EECA provides a work environment that is free from discriminatory practices and encourages all employees to reach their full potential.

As a good employer, EECA takes its Health and Safety responsibilities seriously and all staff are expected to comply with all Health and Safety policies and practices, as part of their employment.

## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o Te ratonga tūmatanui i roto i ā mātou mahi.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki

<https://www.publicservice.govt.nz/about-us/>

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at: <https://www.publicservice.govt.nz/about-us/>

