

Position Description			
Position Title	Financial Accounting Manager	Group	Finance & Commercial
Function	Finance & Commercial	Department	Finance
Cost Centre	AA	No. of Direct Reports / Total Reports	2
Position Reports to	Head of Finance (NZ)		

Primary Accountability

The primary purpose of this position is to lead NEC New Zealand’s Operational Finance Team (including AR/AP/Cashbook and core accounting functions) and external statutory reporting. The position also acts as the systems admin for NEC NZ financial, reporting and banking systems.

Areas of Accountability/Key Responsibilities

System Administration & Training to ensure NEC NZ core day to day core finance operational processing runs smoothly

- Act as the NEC NZ SAP super user / admin and liaison between NEC NZ and the GSD/COE.
- Set up and amend users and user right as required, including delegations of authority in SAP.
- Act as administrator and finance lead for supporting core systems including GPM, TOUCH, and SMART and ANZ online etc.
- Provide training to new users on how to use core finance systems and with carrying out basic processing including data entry and amendment.

Lead the Operational Finance Team to ensure the smooth operation of NEC NZ BAU day to day finance processes and reporting

- Lead and support the operational finance team, comprised of the Finance Officer and Financial Accountant
- Set performance targets and provide feedback to staff
- Review NEC NZ operational finance policies to ensure that they are and remain fit for purpose
- Look at core BAU business processes, with a view to simplifying and strengthening them so they are fit for purpose while meeting or exceeding the client/business expectations

SAP Approvals to provide support and information to enable effective decision making

- Act as substitute reviewer and approver for SAP sales orders/purchase orders and invoices online with NEC NZ DFA to provide cover for when the Head of Finance & Commercial is on leave.

Lead the Year End Audit and Reporting to ensure the smooth operation of NEC NZ BAU day to day finance processes and reporting

- Lead and coordinate monthly, quarterly, annual reporting in DIVA to HQ.

- Lead and co-ordinate the finance team preparations for the year end audit including preparation and review of reconciliations, technical work papers, and calculations.
- Review accounting standards current and proposed for impact on NEC NZ operations and reporting and provide guidance and support to the GM Finance and Commercial in assessing how best to implement changes to meet any new requirements.
- Liaise with Auditors during audit.
- Draft NEC New Zealand Statutory Accounts, including the financial statements and notes.
- Complete ad hoc reporting/requests for information as required by HQ.

Treasury Management to ensure that NEC NZ, monitors and appropriately forecasts its cashflows in both NZD and foreign currency so that it maintains adequate funds to meet its evolving operational needs, while maximizing its returns on surplus funds

- Maintain short to medium term cashflow to identify pinch points and surplus funds.
- In conjunction with the Payroll & Finance Officer monitor NEC NZ non-NZD requirements and FX exposure and provide advice to Head of Finance & Commercial on to how manage these requirements and positions.
- Act as an approver for ANZ online.

Backfill and Support to ensure that workload is fairly shared and that the finance function can support the business during periods of staff absence

- Support and backfill for the Management & Group Reporting Accountant as may be required.
- Support and backfill for the Financial Accountant as may be required.
- Support and backfill for the Head of Finance & Commercial as may be required.

Communication

- Preparing financial information and reports and presenting this to a non-financial audience.

Accountability

- Is accountable for delivering against agreed objectives and standards.
- Takes pride in their work and demonstrates a professional work ethic and accepts the consequences of one's behaviour.
- Demonstrates a passion for results, and invests the energy and effort required to achieve it.
- Sets and accomplishes difficult goals.
- Takes pride in own work and looks for new or extra opportunities and responsibilities to develop oneself.
- Understands how their own personal goal attainment impacts overall NEC business results.

Other Compliance

- Ensure a sound understanding of, demonstrate commitment to and comply with all legislation and NEC policy relevant to the role and all activities undertaken in the role.

Challenges

List 2 – 3 challenging aspects of the position

- | Effective management and delivery to key stakeholders in the NEC local and global businesses
- | Effective reporting to support the business and enable business decision making

Qualifications/Industry Certifications	
Essential	Desirable
<ul style="list-style-type: none"> ▮ CA qualified or working towards CA qualification ▮ University degree in Commerce or Finance 	

Professional Experience
Professional work experience and skills relevant to the position
<ul style="list-style-type: none"> ▮ Minimum of 5 years post qualification experience, ideally in the technology sector ▮ Experience in leading a finance team ▮ Proficiency in cost accounting, budgeting, forecasting and variance analysis ▮ Thorough understanding of Generally Accepted Accounting Principles and IRFS ▮ Experience using SAP Business by Design/SAP and BI reporting tools (e.g. TM1) ▮ Excellent PC skills particularly Excel and Word ▮ Ability to analyse financial data and provide insights to management for decision making ▮ Strong communication skills, particularly with presenting to a non-financial audience ▮ A skill for dealing with ambiguity and making quick decisions based on incomplete or unknown information ▮ A proven ability to build great working relationships with internal and external stakeholders and customers ▮ Strong problem solving skills to identify issues, recommend solutions and implement process improvements

Decision Making	
Decisions made independently by the role	Decisions/recommendations made after consultation with Manager
<ul style="list-style-type: none"> ▮ In line with agreed DoA frameworks 	<ul style="list-style-type: none"> ▮ To be agreed, as required

Key Relationships	
Internal	External
<ul style="list-style-type: none"> ▮ Executive Leadership Team ▮ Managers and other NEC staff ▮ NEC Australia, NEC Global and Board 	<ul style="list-style-type: none"> ▮ Customers ▮ Suppliers ▮ KPMG / Auditors

Work Health & Safety Obligations

Your health, safety and wellbeing is important to us at NEC. It is therefore critical that all employees take responsibility for the health, safety and wellbeing of themselves and others. To ensure a zero-

harm approach and the well-being of all our people, you must comply with our policies and frameworks and ensure your own health, safety and wellbeing while at work and that your actions or inactions do not harm others.

Our Vision

Enabling secure identity and communication in a fast-moving world where every experience is connected.

Our Intention and Values

Diversify and grow customers, our people, and our capability and revenue streams.

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| <ul style="list-style-type: none">■ Innovation■ Customer Centric■ Courage | <ul style="list-style-type: none">■ Collaboration■ Excellence |
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NEC Group Code of Values

The following core values are central to the organisations culture, attitudes and behaviour and it is expected that each employee will actively demonstrate their commitment to these values.

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| <ul style="list-style-type: none">■ Look Outward. See the Future■ Think Simply. Display Clear Strategy■ Be Passionate. Follow through to the End | <ul style="list-style-type: none">■ Move Fast. Never Miss an Opportunity■ Encourage Openness. Stimulate the Growth of All. |
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