

## POSITION DESCRIPTION: Finance Officer

### Approval Date

### Business Unit

Finance Team

### Location

Napier

### Reporting to

CFO

### Direct Reports

Nil

### Job Purpose

The Finance Officer will operate as a member of the Finance Team. The primary purpose of this role is to support and assist with completion of the business functions undertaken by the Finance department.

### Company Values

The Finance Officer will be expected to operate in line with our company values which are:

- Integrity – Do the right thing, even when no one is watching.
- Team – Sharing our strengths and accomplishing together.
- Customer driven – Understanding your needs and delivering on our commitments.
- Passion – A hunger to succeed.

### Relationships

Internal	External
<ul style="list-style-type: none"> <li>• Finance Team</li> <li>• Sales Team</li> <li>• CSR team</li> <li>• Resolutions</li> </ul>	<ul style="list-style-type: none"> <li>• Turners Automotive</li> <li>• Clients</li> <li>• Bank</li> </ul>

### Key Accountabilities

Accountabilities	Performance Measures
<b>Client Trust Account Management:</b>	
<ul style="list-style-type: none"> <li>• Processing of daily Trust Account transactions</li> <li>• Completion of Trust Account reconciliations as required</li> <li>• Management and processing of all unallocated payments and overpayments</li> <li>• Processing client payment remittances</li> <li>• Assist with weekly corporate client reports</li> </ul>	<ul style="list-style-type: none"> <li>• Trust accounts processed in accordance with company policies &amp; procedures</li> <li>• Deadlines and requirements set by clients are met</li> </ul>
<b>Accounts Receivable</b>	
<ul style="list-style-type: none"> <li>• Processing of daily Trading Account transactions</li> <li>• Working with clients to educate and respond to their queries or issues in relation to their account in a timely manner</li> <li>• Assist with management and reporting of accounts receivables as directed.</li> <li>• Electronic loading of client direct debits and credit card payment requests</li> </ul>	<ul style="list-style-type: none"> <li>• Trading accounts processed in accordance with company policies &amp; procedures</li> <li>• Feedback from both clients and Area Managers</li> <li>• Response to queries within a timely manner in line with team requirements</li> <li>• Reports completed on time</li> </ul>

Accountabilities	Performance Measures
<b>Financial Reporting &amp; Audit</b>	
<ul style="list-style-type: none"> <li>• Assist with end of month commission invoice process as directed.</li> <li>• Assist processing supplier tax invoices and weekly payments through accounting system as directed.</li> <li>• Assist with reconciling trading account transactions in accounting system.</li> <li>• Completion of financial reporting requirements as directed</li> <li>• End of month reconciliations as directed</li> <li>• Assisting with audit queries and reconciliations as required</li> </ul>	<ul style="list-style-type: none"> <li>• Processes completed in a timely manner in line with Finance Team requirements</li> <li>• Reports completed on time</li> </ul>
<b>Health and Safety</b>	
<ul style="list-style-type: none"> <li>• Ensures own safety and the safety of others around Turners businesses</li> <li>• Follows all Turners and 'best practice' safe work procedures, practices and instructions</li> <li>• Immediately/promptly reports all work related hazards, accidents, incidents, near miss, injuries and illness</li> <li>• Ensures their work area is free of potential hazards</li> </ul>	<ul style="list-style-type: none"> <li>• Meet standards as determined by the Manager, and/or the Turners H&amp;S Officer</li> </ul>
<b>Other Tasks</b>	
<ul style="list-style-type: none"> <li>• Assist with invoicing process for our external Legal Providers.</li> <li>• Management reporting and projects as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy of work undertaken.</li> <li>• Deadlines and requirements set by management are met.</li> <li>• Feedback of parties.</li> </ul>
<b>General</b>	
<ul style="list-style-type: none"> <li>• Undertake special projects from time to time as directed.</li> <li>• Any other duties as and when required to ensure continuity of business</li> </ul>	

## Qualifications and Experience

### Essential

- NCEA Level 3 English and Maths or equivalent
- Intermediate level Microsoft Office in Outlook, Word and Excel
- A background in finance/accounts management would be advantageous
- Strong numerical skills
- Attention to detail and accuracy
- Strong communication skills
- Excellent time management skills
- Ability to work within tight timeframes

## Competencies

- **Communication Skills (Verbal)** – Orally communicates ideas, instructions, and information so that they are clearly understood by others in formal or informal situations
- **Communications Skills (Written)** – Writes clear, concise, and grammatically correct presentations, that others can easily understand
- **Initiative** – A bias for taking action, making decisions and proactively doing things for both current and future opportunities.
- **Interacting with People** – Relates well with people from a wide variety of backgrounds.
- **Managing Up** – Demonstrates the ability to effectively manage upward through recognising when it involves one's manager, what type and amount of information to share, and how best to implement goals and objectives
- **Networking** – Builds strong working relationships with others outside one's team to enlist the support of both people and resources to complete tasks
- **Personal Work Standards** – Establishes high personal work standards and works to achieve them because of high internal motivation
- **Customer Service** – Understands the requirements of customer service and has the ability to maintain a high level of customer contact to meet servicing requirements of the role. Ability to handle enquires from customers
- **Adaptability** – Responds positively to change. Maintains effectiveness when confronted with new work situations or the uncertainty and ambiguity that comes with change. Is open to new ideas, assignments and approaches.
- **Accuracy** – prepares and carefully reviews all work prior to dispatch and ensures that they have internal consistency
- **Attention to detail** – pays close attention to the details
- **Commitment to Excel** – Challenges self and others to exceed standards and achieve extraordinary results. Is not easily deterred when obstacles or delays are encountered.
- **Customer Orientation** – Is focused on identifying and understanding customer needs. Expresses and acts on desire to assist others in a courteous and friendly manner.
- **Customer Operations** – Understands the basics of how customers operate their business, and uses this information in developing proposals/contracts, negotiations, and developing strategic goals. Uses market-driven principles as the basis for customer relations.
- **Information Gathering** – Asks the appropriate questions and gathers necessary information which guarantees that all relevant facts will be considered before a decision is made or an action is initiated.
- **Negotiation** – Explores interests and alternatives to reach results that gain the support and acceptance of all parties. Wins concessions without damaging relationships.
- **Organising and Planning** – Organises and plans work in advance, deciding on the most efficient or convenient manner in which to do assigned tasks or projects
- **Problem Solving** – Understands the factors/forces that shape customer (internal and external) needs (including private and institutional customers), easily comprehends the customer's position and finds innovative and cost effective solutions to problems.

## Terms of Employment

The terms of appointment will be subject to a permanent individual employment agreement, and annual performance objectives and standards which will be discussed with, and set by the Manager or their representative.

The position description is valid upon sign off by the Manager their representative, and acceptance of the position by the employee. This position description remains a dynamic document and may be reviewed from time to time by the Manager their representative, as the requirements of, and other aspects impacting on, the role change.

Agreed

**Employee**

**Manager**

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Signed:

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Signed:

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Name:

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Name:

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