POSITION DESCRIPTION I TE WHAKAATURANGA MAHI

NGĀ TAIPITOPITO TŪRANGA | Position Details	
Position Title	Assistant Accountant
Business Unit	Finance
Reports to	Finance Manager
Location	TRO Pōneke office
Date	November 2026

KO TŌNA IHO | Purpose

Te Rau Ora is a national centre for Māori health and wellbeing in Aotearoa, New Zealand. Our vision is a future where whānau are thriving, self-determined and well. We are committed to a future Māori workforce that drives the design and delivery of health services in Aotearoa, New Zealand and improve Māori health outcomes. Te Rau Ora has a national reach with offices in Kirikiriroa, Pōneke and Otepoti.

NGĀ WHAI HUA| Values

Our values are informed by ngā kōrero o ngā tipuna:

Wairuatanga: In all our interactions with whānau, partners and stakeholders we will hiki wairua

Manaakitanga: Cultivating a caring, mana affirming culture that supports and uplifts one another and values whānau as taonga

Kia Ngatahi Te Waihoe: We believe in the power of unity, paddling together as one to overcome challenges and reach out shared destination

Puawaitanga: We believe in collectivised strength, working together to achieve common goals for those we serve

Kotahitanga: We nurture courageous and innovative approaches, prioritizing whānau-led solutions that emphasise reciprocity, accountability and mutual respect.

Māia: We empower whānau to lead with strength, confidence, and integrity in Hauora Māori.

The Toitū Accord

This role will demonstrate an understanding of, and develop in the ten markers of Māori Leadership for Health and Wellness. These are essential elements for united action of inclusive Māori Health Leadership, that aim to improve Māori health or increase levels of wellness.

- Committed to the advancement of Māori health and wellness
- Accountable to Māori
- Informed by old and new knowledge
- Sustainable into the future
- Grounded in te ao Māori
- Consistent with Te Tiriti o Waitangi
- Connected and collaborative
- Strategic and innovative
- Aligned to global indigenous priorities
- Ready to promote policies and practices for Māori health and wellbeing

More information on the markers of Māori Health Leadership: **Toitū Accord**

TAKE TŪRANGA | The Role

The purpose of this position is to provide high-level accounting and financial administration support to the Finance Manager, ensuring the accurate, timely and effective operation of Te Rau Ora's core financial processes, including accounts payable and receivable, payroll, month-end and year-end accounting, and audit preparation. The role contributes to Te Rau Ora's purpose by maintaining reliable financial information, effective financial controls and sound stewardship of organisational resources to support accountability, compliance and informed decision-making.

NGĀ TAKOHANGA MATUA | Key Accountabilities

Financial Transactions and Accounting Records

- Ensure all accounting transactions and financial records are complete, accurate, appropriately authorised and processed within required timeframes
- Process and monitor accounts payable and accounts receivable, including supplier payment runs, debtor transactions and associated reconciliations
- Maintain appropriate supporting documentation and audit trails for all financial transactions
- Ensure financial records are properly maintained and filed in accordance with organisational policies and procedures

Accounts Payable and Accounts Receivable

- Process supplier invoices, ensuring appropriate coding, supporting documentation and authorisation in accordance with financial policies and delegated authorities
- Prepare supplier payment batches and ensure payments are processed accurately and within approved payment timeframes
- Manage accounts receivable processes, including preparation of customer invoices, monitoring outstanding debts and following up overdue accounts
- Reconcile supplier and customer accounts, investigate discrepancies and resolve outstanding queries in a timely manner
- Maintain accurate accounts payable and receivable records and ensure relevant supporting documentation is properly filed

Payroll Administration

- Coordinate and process payroll functions, ensuring employees are paid accurately and on time and that appropriate payroll records are maintained
- Maintain payroll and relevant employee information, ensuring the confidentiality, accuracy and security of records
- Complete payroll reconciliations, reporting and statutory payroll requirements, including applicable IRD obligations
- Assist the Finance Manager with payroll analysis, coding, journals, reconciliations and the investigation and resolution of payroll-related financial discrepancies

Reconciliations and Financial Control

- Prepare and maintain bank and other assigned balance sheet reconciliations, investigating and resolving discrepancies in a timely manner
- Apply established internal financial controls and identify exceptions, anomalies or control issues requiring escalation to the Finance Manager
- Support the Finance Manager in maintaining and strengthening financial controls to protect the integrity of Te Rau Ora's financial information and assets

Fixed Assets and Asset Management

- Maintain the fixed asset register, ensuring asset additions, transfers and disposals are accurately recorded and supported by appropriate documentation
- Process depreciation journals and undertake periodic reconciliations of the fixed asset register to the general ledger
- Assist with monitoring and verification of organisational assets, including maintaining accurate asset records and identifying discrepancies

- Assist with the accounting treatment of asset acquisitions and disposals in accordance with applicable accounting standards and organisational policies
- Provide supporting information for fixed asset reporting and year-end audit requirements

Month-End and Financial Reporting

- Undertake assigned month-end accounting processes, including the preparation and processing of journals, reconciliations and supporting schedules
- Prepare project and other routine financial reports, ensuring supporting information is complete and accurate
- Assist the Finance Manager with financial analysis and provide supporting information for management and organisational reporting

Year-End and Audit

- Assist with year-end accounting procedures, including the preparation of reconciliations, schedules, supporting documentation and audit information
- Support the Finance Manager in responding to audit information requests and ensuring financial records and supporting evidence are complete and readily available
- Contribute to the timely completion of annual financial reporting and audit processes

Financial Policies, Procedures and Controls

- Assist the Finance Manager with the maintenance, review and implementation of financial policies, procedures, systems and controls
- Monitor compliance with established financial processes within assigned areas of responsibility and raise material exceptions or risks to the Finance Manager
- Contribute to continuous improvement of financial processes, identifying opportunities to strengthen efficiency, accuracy and internal controls

Budgeting, Costing and General Accounting Support

- Assist the Finance Manager with budget preparation, forecasting, costing and financial analysis, including the collation and preparation of supporting financial information
- Investigate financial variance and respond to financial queries within assigned areas of responsibility
- Provide other accounting and financial support to the Finance Manager, consistent with the responsibilities and capability of the Assistant Accountant role

Health and Safety

- Maintain knowledge of Health and Safety procedures, and actively support safe work practices.
- Take all practicable steps to ensure neither you nor anyone else is harmed
- Comply with health and safety policies and procedures
- Report all incidents and proactively identify hazards and support their management

Relationship Building

- Supports building and maintaining relationships with stakeholders
- Collaborates with others positively to achieve successful outcomes

Valuing and Nurturing Diversity

- We are a workplace that values and utilises diverse and inclusive thinking, people, and behaviours. This means that contributions of kaimahi with diverse backgrounds, experiences, skills, and perspectives are valued and respected, to enable the organisation to recognise and positively respond to the different needs of groups and individuals within the Institutions' communities

Culture

- Support and maintain a culturally safe environment and recognise the role of Te Tiriti o Waitangi in providing a framework for this in Aotearoa
- Uphold a tikanga-driven culture, supporting spiritual wellbeing to unleash innate potential and intelligence

Other Duties

- Any other duties as requested by your manager

TE RAHINGA O TE TŪRANGA: Position Dimensions	
Financial delegations	Nil

HR delegations	Nil
Key Internal Relationships	• Te Rau Ora Chief Executive and Leadership Team • Te Rau Ora Management and Staff • Finance Team • People & Culture • Office of the CEO • Corporate Operations group
Key External Relationships	• Contractors & Suppliers • External Agencies

TĀTAI PŪMANAWA*:* Person Specifications	

Experience	• A minimum of 3 years' relevant accounting or finance experience
	• Practical experience across payable and receivable, payroll, reconciliations, journals and month-end accounting processes
	• Experience should demonstrate the ability:
	  ○ to work independently within established financial policies and controls
	  ○ maintain accurate financial records
	  ○ resolve routine accounting issues
	  ○ meet critical financial deadlines
	• Experience assisting with year-end, audit preparation, financial reporting, budgeting or costing (desirable)
	• Te Reo Māori me ona tikanga (desirable)

Personal Attributes	• High level of integrity, discretion and professionalism • Accurate, methodical and detail-focused approach to work • Reliable and accountable, with a strong sense of ownership for assigned responsibilities • Uses initiative and sound judgement within delegated levels of authority • Well organised and able to manage competing priorities and critical deadlines • Analytical, practical and solutions-focused • Collaborative, approachable and able to build effective working relationships • Resilient and composed when dealing with sensitive issues, competing demands or challenging stakeholders • Proactive in identifying opportunities for continuous improvement • Adaptable and committed to ongoing learning and development • Demonstrates commitment to Te Rau Ora's values, kaupapa and culturally responsive ways of working
Qualifications	• A relevant tertiary qualification in accounting, finance or a related discipline, or an equivalent combination of relevant practical accounting experience and study. • A bachelor's degree in accounting, Finance or Commerce, and progress toward or eligibility for a professional accounting qualification through CA ANZ or an equivalent recognised professional body, is desirable.
Judgement	• Takes advice from manager or team to inform decisions in a timely manner • Critically thinks before taking action • Knows theirs strengths and weaknesses