Position Title: Finance Assistant
Reports To: Financial Operations Manager
Direct Reports: Nil
Key Relationships: This position reports directly to the Financial Operations Manager and forms part of the Financial Operations team within the finance group. This position requires a close association with each member of the broader financial team and other AgResearch staff. This position requires contact with relevant external parties e.g. suppliers.
Location: Lincoln Campus, Christchurch

WHO WE ARE
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’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 Vision Matauranga.

POSITION SCOPE & PURPOSE
The role of Finance Assistant is to provide the following:

- Advice to the organisation on transactional processing matters;
- Advise on GST matters relating to invoicing; and
- Work with customers and suppliers to ensure transactions are processed in a timely manner.

AgResearch’s centralised accounting function enables a consistent implementation of company policies and best practises to ensure external and internal compliance requirements are maintained to the highest standards and customer needs are satisfactorily met.
The role of Finance Assistant covers both accounts payable and receivable with tasks being allocated between these areas as required by the Finance Operations Manager. Tasks will include answering queries from staff/ suppliers and customers as required, ensuring processing batches are correct, processing invoices via an OCR system (Continia), updating Master Data, building relationships with suppliers and customers, reconciliation of supplier and customer invoices to statements. Payments runs are weekly and monthly. Filing and other duties as required.

KEY ACCOUNTABILITY AREAS

ACCOUNTS PAYABLE
- Ensure accurate processing of all invoices and credit notes
- Processing via OCR scanning of invoices and credit notes
- Checking of processing for accuracy
- Staff account administration (setting up new staff members / vendor accounts / delegations)
- Data interface and extracts from Fraedom
- Account reconciliations and company credit card processing
- Answer processing queries including GST/ Withholding Tax (Schedular) questions
- Processing Payment runs (international and domestic) – weekly and monthly
- Maintaining master data in keeping with internal controls and procedures
- Supplier account reconciliations

ACCOUNTS RECEIVABLE
- To manage the recovery of all debts, monitor and report debt levels.
- Print and distribute various debt reports from Navision.
- Process overdue debt letters to clients (1 – 2 – 3 month reminders)
- Liaise with debt collection agency regarding the recovery of debts
- Debtor account reconciliation
- Attend to all customer enquiries
- Maintain and update debtor’s ledger
- Processing of all other income
- Check debtor numbers and GST treatment
- Prepare and process all AgResearch Ltd and subsidiaries invoices, credit notes and statements

GENERAL – PAYMENTS ONLY
- Process daily cash schedule
POSITION DESCRIPTION

- Liaise with Financial Controller/Financial Accountant and Financial Operations Manager regarding recommendations on appropriate daily cash management action for Term Deposits
- Prepare Report on daily/weekly/monthly cash movements and projections
- Processing of Bank Transactions (non supplier)

CONTINUOUS IMPROVEMENT

- Maintaining all information to meet changes in procedures, policy and system changes
- Use and suggest recommendations for improvement and/or change systems used
- On-going review of systems and procedures so as to improve efficiency and effectiveness of those systems and procedures
- Providing processing and transaction best practise advice and assistance to the Finance group and all other AgResearch staff as previously approved and endorsed by the Financial Operations Manager
- Providing GST advice for NZ and Australian transaction as approved and endorsed by the Financial Operations Manager
- Work with clients to ensure existing and new company policies are implemented and applied consistently

TEAM WORK

- Work with and assist other members of the Finance group
- Provide cross team cover for members of the Financial Operations Team as required
- Provide Holiday leave support to staff within the Financial Operations Team where appropriate
- Provide assistance when required to key liaisons
- Participate in projects within cross functional teams as required
- Must at all times have consideration for the other Team Members within the Financial Operations Team

HEALTH AND SAFETY

- Maintains current knowledge of AgResearch’s Health and Safety Management policies, systems, and procedures.
- Ensures awareness of own responsibilities and the procedures to follow in relation to health and safety.
- Identifies and reports any hazards, near misses or incidents as per prescribed policy and procedures.
- Demonstrates safe workplace behaviour by taking all practicable steps to ensure own and other’s safety in the workplace.
• Attends scheduled Health and Safety training and development initiatives on a regular basis.

ORGANISATIONAL OBJECTIVES
• Applies and implements prescribed project management methodology into all project work.
• Applies principles of continuous improvement by taking ownership for identification, analysis and investigation of work-related matters with the intent to improve, manage compliance and initiate best practice in our place of work.
• Actively participates in and 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 on a daily basis.
• Commits to accurate and timely information sharing and recordkeeping as per set organisational standards.
• Performs additional tasks, duties and/or responsibilities as directed by your people leader.
• Assists and supports AgResearch business across different science groups and business units, as agreed with your people leader.

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

CAPABILITIES & EXPERIENCE
• 3-5 years experience in a similar role
• Previous experience with computerised integrated accounting packages – OCR knowledge is an advantage
• Prior knowledge of Fraedom would be advantageous
• Working knowledge of local GST and Tax
• Knowledge of Information Technology – including Microsoft Excel and Word
• Accurate and timely data entry
• Client focus: Ability to build successful client service relationships
• Strong planning and organisational ability
• Excellent communication skills – oral and written
• Excellent problem solving and analytical skills
• Quality Orientation: Demonstrated high standard of accuracy in output
• Innovative, self-motivated, flexible and collaborative style
• Tact, discretion and respect for confidentiality of information
• Work effectively within a team environment
POSITION DESCRIPTION

OUR VALUES

- Exemplifies Our Values
- Supports strategic priorities
- Assumes positive intent
- Is open to new ideas
- Acts with integrity
- Demonstrates credibility
- Appreciates diversity

- Actively seeks out relationships and partnership opportunities
- Works across boundaries
- Priorities shared goals
- Shares information and resources
- Involves others
- Supports others to be successful

- Maintains a best practice mindset
- Emphasis timely and high quality delivery
- Establishes challenging stretch goals and performance expectations
- Gathers, Compares and evaluates information
- Establishes robust decision making criteria
- Fully utilises support systems

- Prioritises time to innovate
- Takes a future and solution based approach
- Creates a positive learning environment
- Demonstrates openness to change
- Constructively challenges the status quo
- Emphasises freedom of independent thought
- Assesses risk

- Builds long term relationships with customers
- Provides clear, open and timely communication
- Identifies customer needs
- Commits to realistic delivery timeframes
- Translates initiatives into action

- Takes a long-term, strategic and future oriented perspective
- Focuses on the bigger picture
- Promotes the cross-fertilisation of ideas
- Champions transformational change
- Demonstrates decisiveness
- Commits to ongoing learning and development

Our Future

Bright Minds  Leading the Way  Significance  Balance