

**COMPANY ACCOUNTANT**

Job Description
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Date: December 2011

Job Description

Position Title: Company Accountant		
Reports to: Financial Controller		Department: Finance
Staff directly responsible for: Management Accountant, Project Accountant, Accounts Payable, Payroll Offer		
Functional Working Relationships: Supply Chain personnel, Project Managers, Navy Fleet Support Organisation – Business Support Command, Company customers and suppliers.		
Primary objective of the position: To provide all accounting services for Babcock NZ Ltd and Marine Industrial Design Ltd.		
Duties: Attaining the primary objective of this position will involve a number of key tasks/ duties which are carried out from time to time. Duties may vary and this list is not comprehensive or exclusive.		
1.	Key Task Key Performance Indicator	<u>Staff Management.</u> <i>Constructive management style and no substantive grievances.</i> To achieve these objectives the following will be required: <ul style="list-style-type: none">• PDRs are completed on time and in accordance with quality requirements.• Day to day performance of area of responsibility is actively managed through personal actions and those of reporting managers.• Under performance is promptly dealt with in accordance with Company guidelines.
2.	Key Task Key Performance Indicator	<u>Maintain and update the General Ledger.</u> <i>The general ledger provides an accurate record of the financial transactions of the Company in the agreed Chart of Accounts format.</i> To achieve these objectives the following will be required: <ul style="list-style-type: none">• Ln ERP processes and updates are regularly performed.• Produce monthly GL reconciliations• Prepare regular accruals/provisions and other journals• Reverse standard and other reversing transactions• Maintain prepayments schedule• Clear Suspense account and Payroll clearing account

3.	<p>Key Task</p> <p>Key Performance Indicator</p>	<p><u>Provide oversight of the Accounts Payable and Receivable function.</u></p> <p><i>The Accounts Payable and Receivable functions operate without interruption, disorder, or problems.</i></p> <p>To achieve these objectives the following will be required:</p> <ul style="list-style-type: none"> • Provide guidance and act as the back up to the Accounts Assistance and Project Accountant. • Review aged debtors report and ensure debts are collected by the due date. • Ensure invoices are raised in a timely manner. • Ensure suppliers are paid in accordance with the agreed terms. • Authorised payment batched.
4.	<p>Key Task</p> <p>Key Performance Indicator</p>	<p><u>Maintain the Fixed Assets ledger.</u></p> <p><i>The Fixed Assets Register provides an accurate record of the fixed assets of the Company.</i></p> <p>To achieve these objectives the following will be required:</p> <ul style="list-style-type: none"> • Process the depreciation schedule (tax and accounting) • Update the Fixed Assets ledger for purchases and disposals • Carry out the asset verification exercise
	<p>Key Task</p> <p>Key Performance Indicator</p>	<p><u>Management of Short Term Cash Flow.</u></p> <p><i>Manage the daily cash position to ensure interest payments are minimised and interest receipts are maximised.</i></p> <p>To achieve these objectives the following will be required:</p> <ul style="list-style-type: none"> • Prepare a weekly cash flow forecast • Submit the weekly cash report to Babcock Group • Monitor receipts and payments to ensure the cash flow forecast is achieved
5.	<p>Key Task</p> <p>Key Performance Indicator</p>	<p><u>Provide accounting reports and information.</u></p> <p><i>Accurate accounting reports are prepared according to agreed timetables.</i></p> <p>To achieve these objectives the following will be required:</p> <ul style="list-style-type: none"> • Preparation of Annual Financial Statements • Preparation of monthly management accounts • Manage and review the recognition of profit on contracts • Assist in Gross Margin and Overhead Analysis • Prepare accounting information as per requirements • Produce and manage the monthly reporting programme • Prepare periodic information reports for Babcock Group
6.	<p>Key Task</p> <p>Key Performance Indicator</p>	<p><u>Carry out other general finance functions.</u></p> <p><i>Duties are carried out in an efficient and effective manner.</i></p> <p>To achieve these objectives the following will be required:</p> <ul style="list-style-type: none"> • Ensure all tax returns are completed and payments made by the due date. • Manage tax audits and enquiries. • Assist with the year-end financial audit. • Manage the budget and forecast process • Review • Assist with systems development projects. • Prepare Returns for Statistics New Zealand • Maintain a close and effective relationship with NZDF and Navy Finance personnel.

6.	<p>Key Task</p> <p>Key Performance Indicator</p>	<p><u>Promote Occupational Health, Safety and Environmental Awareness</u></p> <p><i>Be aware of, understand, and effectively carry out all delegated occupational health, safety and environmental responsibilities associated with the position</i> (Refer to responsibility summary detailed in the company's Safety Health & Environmental manual ref C/89/0800)</p> <p><i>The aim of the organisation is to achieve the following;</i></p> <ul style="list-style-type: none"> • <i>There will be no Lost Time Injuries</i> • <i>There will be no Environmental Discharges</i> • <i>All accidents will be reported and accurately recorded</i> • <i>All plant and equipment will be maintained to ensure that it is safe and functional for use.</i> <p><i>To achieve these objectives, and perform optimally the following will be required:</i></p> <ul style="list-style-type: none"> • no action or inaction by the employee shall result in harm to themselves or any other person. • the employee must ensure all contractors or visitors brought on site are security cleared and have received safety induction as required. • hazard identification procedures are carried out prior to commencing work • all accidents (including "near misses") will be reported and accurately recorded • all OHSE matters shall be dealt with in a timely manner
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I have read this job description and fully understand and am agreeable to undertaking the duties and responsibilities as outlined.

Signed: _____

Date _____

Person Specification

Education and skills required:	
Education: Essential: Desirable:	 University Degree in Accounting or equivalent.
Special skills: Essential: Desirable:	 Advanced spreadsheet skills, preferable MS Excel. Knowledge of ERP systems. Effective communication and organisation skills.
Professional qualifications: Essential: Desirable:	 Accounting Technician member of the New Zealand Institute of Chartered Accountants (or overseas equivalent). Chartered Accountant member of the New Zealand Institute of Chartered Accountants (or overseas equivalent).
Experience required: What type: For how long:	 General accounting experience, preferable in a commercial service or contracting environment. At least three years
Prepared by: Date:	Approved by: Date: