



Position description

POSITION	Accountant
Unit	60 Khyber Pass Road, Grafton, Auckland
Responsible to	Principal, Executive Management Team & School Board
Background	Northern Health School is one of three Regional Schools set up to ensure continuous education is provided to students which high health needs that prevent them from attending their regular school.
Key relationships	<p>Northern Health School: Principal, Deputy Principals, Business Manager and all staff including the administrative and IT teams</p> <p>External: All suppliers, and wider school community and stakeholders</p>

KEY RESPONSIBILITIES	
Key tasks	Indicators
Produce the Annual Budget	<ul style="list-style-type: none"> ▪ In October ask all units to forward a list of capital items they would like for the following year. In discussion with Executive Management Team, include reasonable requests that fit the strategic direction of the school in the budget ▪ Obtain from the Business Manager a list of replacement IT equipment and any other large capital item such as vehicles . ▪ Obtain the Funding & Staffing report from the MoE portal and check it is correct. ▪ Consult with the Principal and Executive Management Team to identify areas to include in the draft budget that fit with the strategic direction of the school ▪ In conjunction with the Principal and Executive Management Team prepare a draft budget for the Board to approve at their December meeting. ▪ Make any changes to revised income and changes or additions requested by the Board. ▪ Prepare the final budget for presentation and approval at the first meeting of the Board in the new year.
<p>Accounts payable and receivable</p> <p>Accounts are paid in a timely manner and invoices raised for services the school provides to external providers.</p>	<ul style="list-style-type: none"> ▪ Accounts payable for whole school - Receive invoices, , ensure purchase orders are raised and approved by the unit leader or manager. ▪ Ensure all purchases are within the amounts allocated to budget codes. ▪ Process payments through Xero accounting software and upload invoices and order forms into the system. ▪ Advise the Principal to review and approve payment in Xero. ▪ Process payments through the banking system in conjunction with the Principal. ▪ Raise invoices for any services provided by the school to external agencies. ▪ Raise invoices for ORRS funding the school receives through their fundholder Sir Keith Park School. ▪ GST returns are filed with IRD within the required timeframe ▪ PAYE returns are lodged and paid within the required timeframe. ▪ Investments with the schools bank are managed and re-invested to provide the best advantages for the school.
Monthly Reports are produced for the Board & Principal	<ul style="list-style-type: none"> ▪ Obtain a monthly payroll expenditure report from the Human Resources Manager for processing in Xero ▪ Provide Financial Reports from Xero to the Board Secretary, Principal and Executive Management Team approximately 10 day prior to Board meetings. . ▪ Attend Board meetings when requested by the Principal to give advice regarding budget or financial reports. ▪ Obtain budgeted Balance Sheet and Cashflow Statement from Edtech once the previous years audit is complete. This report is sent to the Board Secretary, Principal and Executive Management Team and included with the Board Report for approval. ▪ Prepare a summary of financial reports for the Principal and Board on key purchases, income received together with any

	major variances. The budget is reviewed in detail at the June Board meeting. Discuss the possibility of any overspend by the end of the year with the Principal and Executive Management Team and include the details in the June financial report.
Support Team Leaders	<ul style="list-style-type: none"> • The accountant will provide support to unit leaders in managing their budget in a satisfactory manner. • Monthly budget reports are provided to unit leaders and budget holders.
Monitor Investments	<ul style="list-style-type: none"> ▪ Sufficient balances must be maintained in the current bank account to allow account payments and salaries to be paid. ▪ Interest rates should be requested from the schools bankers and term deposits arranged for reserve funds.
Annual Audit	<ul style="list-style-type: none"> ▪ Ensure all accounting practices and procedures are followed to allow for a clear Annual Audit within the timeframes set by The Minister. ▪ Work with the Principal, Executive Management Team and Presiding Member to enable them to produce the reports required for the production of the Annual Report. ▪ Provide any responses to audit queries. ▪ Oversee the production of the Annual Report and ensure it is submitted to Ministry of Education by 31 May or any other timeframe they may set.

PERSON SPECIFICATION

The successful applicant will have a background as a qualified accountant and should enjoy the challenge of working to support the School Board, Principal and Executive Management Team to ensure the financial success of the school.

The successful applicant should have:

- Qualifications at tertiary level as a registered accountant.
- Xero Certified Advisor
- excellent written and verbal communication skills.
- Treat all financial discussions and reports confidentially.
- Ability to produce monthly and annual financial reports.
- an ability to work well with a diverse range of team members, be able to be diplomatic, professional and in confidence.
- a current driver's licence, and if required, be prepared to use own vehicle and be reimbursed for travel in the course of Northern Health School business