

Assistant Management Accountant



The Assistant Management Accountant provides essential support in budgeting, forecasting, internal reporting and financial analysis.

Reports to:	Manager – Financial Performance and Business Partnering
Department:	Finance
Group:	Business Services
Employment Type:	Permanent
Location:	Avalon
Direct reports:	Nil
Budget:	Nil
Career Path:	Corporate
Job Family:	Accounting, Finance and Payroll
Career Step:	6
Date:	September 2024

Position priorities and responsibilities

Budgeting and Forecasting

- Assist in the preparation and maintenance of annual budgets and financial forecasts.
- Support the collection and consolidation of budgetary data from various departments.
- Assist in making continuous improvements to the budget and forecasting process and tooling.

Monthly Management Accounts

- Contribute to the preparation of monthly management accounts, ensuring accuracy and timely completion.
- Support the analysis of financial performance against budget and forecast, including variance analysis, to inform financial planning and decision-making.
- Collaborate with the finance team to prepare detailed reports on financial performance and key metrics.

Financial Projections

- Assist in producing medium to long-term financial projections, including financial modelling and scenario analysis.

- Support the development of forecasts for revenue, expenses, and cash flow to guide strategic planning.

Financial Analysis

- Conduct financial analysis to support various business needs, including profitability analysis, cost control, and financial trend analysis.
- Provide insights and recommendations based on financial data to improve financial performance and operational efficiency.

Other

- Assist with other financial analysis and reporting tasks and ad hoc projects as required.
- Assist with internal and external audit queries.
- Support the implementation and improvement of financial processes and controls.

Responsibilities of all staff

- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:

- Finance team
- Cost centre budget holders

External:

- Workday consultants
- Workday support partner
- Internal auditors
- External auditors

Person specification

Skills, knowledge and attributes

- Solid understanding of accounting principles.
- Strong analytical skills with the ability to find effective solutions to problems.
- Good understanding of budgeting, forecasting, and financial reporting processes.
- Excellent communication skills, both written and verbal, with the ability to present financial information clearly and generate insights.
- Detail-oriented with strong organisational skills and the ability to manage multiple tasks and deadlines.
- Proficiency in accounting software and Microsoft Office Suite, especially Excel.

- A continuous improvement and growth-oriented mindset.
- The ability to develop, build and maintain effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol).

Experience

Essential:

- At least three years' experience in a similar management accounting/reporting role.

Qualifications

Essential:

- Bachelor's Degree in Accounting, Finance or Business Management or
- An accounting technician qualification (AAT).

Desirable:

- A professional accounting qualification or studying towards a professional accounting qualification.

Performance dimensions

At a high level, GNS Science recognises six **performance dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the way we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.

- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner.

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.