

JOB TITLE: Assistant Accountant	BUSINESS UNIT: Finance
REPORTS TO: Finance Manager	DIRECT REPORTS: Nil

PURPOSE OF THE ROLE

The Assistant Accountant supports the Finance team in delivering accurate, timely, and compliant payroll and accounting processes. Reporting to the Finance Manager, this role is responsible for processing weekly payroll, maintaining financial data integrity, assisting with reconciliations and reporting, and supporting statutory compliance obligations.

This position contributes to efficient financial operations, continuous improvement of systems and procedures, and the development of strong working relationships across the business.

PRINCIPAL ACCOUNTABILITIES

1. Payroll

- Maintain employee records within the payroll system.
- Ensure compliance with statutory payroll requirements (ACC, PAYE etc).
- Ensure confidentiality and quality of all payroll data.
- Process weekly payroll in a timely and accurate manner.
- Maintain knowledge of current payroll legislation as well as upcoming changes.
- Complete internal payroll recording and reporting.
- Assist with continual improvement of payroll policies, procedures and systems.
- Assist with staff enquires in a professional and courteous manner.

2. Accounting

- Assist with reconciliation of financial data.
- Assist with preparation of month end entries, reconciliations and reports.
- Maintain accuracy of the Asset Register and ongoing projects.
- Prepare revenue and expenditure analysis, as well as customer and expenditure reconciliations within the accounting system. Investigate variances and payment discrepancies.
- Assist with statutory lodgements.
- Assist with continual improvements to both the accounting system and procedures as well as overall business procedures as required.
- Other duties assigned by your manager.

Employee Initials:

3. Working Relationships
<ul style="list-style-type: none"> • Build trust, value others, communicate effectively, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity. • Maintain professional internal and external relationships that meet company core values • Proactively establish and maintain effective working relationships within own department and all support departments.
4. Health, Safety & Environmental
<ul style="list-style-type: none"> • Adhere to company health and safety procedures and policies to ensure that Taranaki Pine continues to be a safe environment in which to work • Maintain a clean and tidy work environment and keep facilities maintained to high standards. • Report any accidents and near misses promptly and accurately to your department head.
5. Quality
<ul style="list-style-type: none"> • Work to high standard with appropriate attention to detail. • Report any internal or external non-conformances or other quality issues to your supervisor immediately. • Ensure you are adequately trained for carrying out any quality inspections/testing for the department.
6. Professional Development
<ul style="list-style-type: none"> • Demonstrate a willingness and a commitment to personal growth. • Active and willing participant in training courses. • Sharing knowledge, skills and experiences with staff, co-workers and managers where applicable.

KNOWLEDGE AND EXPERIENCE

Qualifications and Experience
<ul style="list-style-type: none"> • Experience with medium to large scale payroll software • 2+ years experience in a payroll processing or accounting related role • Confidence working in MS Excel and creating reconciliations • Experience using accounting software within a medium sized business
Desirable
<ul style="list-style-type: none"> • Experience with Zambion or a software using shift rostering • Experience using ERP software • Accounting degree

Employee Initials: