Position Description – Financial Accountant

DIVISION & TEAM	Commercial Finance	**REPORTS TO**	Group Accountant (or any other position as determined and advised by JSCL)
BAND	F		
FUNCTIONAL RELATIONSHIPS	*INTERNAL* • *FINANCE TEAM* • *PEOPLE & CAPABILTY* • *BUSINESS UNITS*	*EXTERNAL* • *AUDITORS, TAX ADVISORS*	
DOES THIS ROLE HAVE DELEGATED AUTHORITY?	NO	**IF YES, DELEGATED AUTHORITY AMOUNT**	**$**

1. ROLE PURPOSE

- The Financial Accountant supports accurate, timely and well-controlled financial accounting across Jade's New Zealand, Australian and United Kingdom operations.
- The role provides practical support for month-end and year-end processes, reconciliations, journals, workpapers, reporting and compliance activities, while developing broader accounting capability under the guidance and review of the Group Accountant.
- The role also provides flexible capacity across the Finance team, including appropriate backup for transactional finance activities, without removing primary accountability from the Accounts Payable and Accounts Receivable Administrators.

2. KEY ACCOUNTABILITIES & EXPECTATIONS

Month-end and year-end accounting

- Prepare assigned month-end and year-end journals, reconciliations, schedules and accounting calculations for review and approval by the Group Accountant. This may include fixed assets, capitalisation and amortisation, Work in Progress, Revenue in Advance and commission calculations, in accordance with documented procedures.
- Own assigned balance sheet reconciliations and investigate variances or aged items in a timely manner.
- Maintain clear, accurate and audit-ready workpapers with appropriate supporting evidence.
- Support year-end financial statement preparation and external audit requests as directed by the Group Accountant. The Group Accountant remains the primary auditor liaison and accountable owner of the financial-statement and audit processes.

Financial reporting and analysis

- Assist with monthly management and parent-company reporting, including data preparation, validation and commentary support.
- Analyse actual results against budget, forecast or prior periods and escalate unusual movements.
- Prepare ad hoc financial information and analysis as allocated, ensuring outputs are reviewed where they may be relied upon for business decisions or external reporting.
- Develop an understanding of Jade's business model, revenue streams and key financial drivers.

Tax and statutory compliance support

- Prepare assigned GST, FBT, NRWT and other routine tax or statutory returns and supporting schedules using approved templates and systems for review and approval by the Group Accountant.
- Maintain supporting schedules, evidence and filing records for compliance obligations across relevant jurisdictions.
- Work within established review and approval controls and escalate uncertainty rather than making unsupported assumptions.

Finance operations and team coverage

- Provide trained and planned backup for documented Accounts Payable and Accounts Receivable activities during leave, peak periods or other approved circumstances. Primary ownership remains with the relevant Administrator, and all backup duties must comply with approval, system-access and segregation-of-duties requirements.
- Assist with customer, supplier and internal finance queries, referring complex or sensitive matters appropriately.
- Complete additional accounting and finance administration tasks reasonably allocated by the Group Accountant.

- Provide backup support for treasury activities within documented authority and segregation-of-duties requirement

Controls, systems and data integrity

- Follow documented financial controls, approval requirements and segregation-of-duties principles.
- Identify errors, control gaps, unusual transactions or potential financial risk and escalate them promptly.
- Use finance systems, spreadsheets and source data accurately, maintaining appropriate records and confidentiality.
- Assist with system testing, master-data maintenance and finance process documentation as allocated.

Continuous improvement and capability development

- Document and maintain assigned procedures and work instructions.
- Identify practical opportunities to improve accuracy, efficiency, automation and user experience.
- Actively build technical accounting, systems and commercial capability through feedback, coaching and a development plan.
- Work collaboratively, ask questions early and contribute to knowledge sharing and effective team coverage.

Jade Core Operating Principles

- CUSTOMER LED
  We focus on what matters most to our customers and measure success by the outcomes we help them achieve - not just the work we deliver.
    - We are curious to understand our customers context.
    - We earn trust by delivering value, not just software.
    - We understand value, growth and satisfaction are interlinked.
- AUDACIOUS TOGETHER
  We work as one team to challenge the status quo and find better ways. We are bold in our thinking and honest with each other to lift performance.
    - We speak up, because better ideas come from honest dialogue.
    - We say no to settling, we back ourselves to go big.
    - We move at pace, we decide and then commit as one.
- DEPENDABLE BY DEFAULT
  We take ownership and follow through. We deliver what we say we will, and build trust through consistent, reliable execution.
    - We own the outcomes not just the tasks.
    - We show-up with a 'can-do' attitude.
    - We mind the gaps and help each other to find a way through.

Personal Development

- You have an established training and development plan, in consultation with your People Leader and you commit to delivering against it each year.
- You engage in regular development conversations with your People Leader and actively work on areas of your development.

Safety & Wellness

- You actively participate in and support safety and wellness initiatives.
- You understand and comply with our safety and wellness policies and procedures including emergency procedures.
- Report all accidents and incidents, including discomfort and near misses promptly.
- You keep your work area tidy and clear of clutter and hazards.

Other duties as may be reasonably required from time to time.

3. PERSON SPECIFICATION

	ESSENTIAL	PREFERRED/DESIRABLE
Education/Training	• Tertiary qualification in Accounting, Finance or Business. • CA ANZ, CPA Australia or an equivalent professional accounting pathway certification.	
Experience/Knowledge/Skills	• Up to two years of CA ANZ, CPA Australia or an equivalent professional accounting pathway experience. • Strong experience of accounting principles, journals, reconciliation and financial statements. • Strong numerical accuracy, attention to detail and commitment to complete, supportable records. • Competence in Microsoft Excel, including formulas, lookups, data checking and structured workbooks. • Ability to learn and use accounting and business systems confidently. • Clear written and verbal communication, with the judgement to ask questions and escalate issues. • Effective organisation and prioritisation, including delivery to month-end and other fixed deadlines. • Commitment to confidentiality, integrity, financial controls and continuous learning. • Collaborative, adaptable and willing to provide practical support across the Finance team.	• Exposure to Business Central or another ERP/accounting platform. • Exposure to New Zealand GST or other indirect tax compliance. • Experience with Power Query, Power BI, reporting tools or workflow automation. • Interest in technology/SaaS businesses, process improvement and systems-enabled finance.