



POSITION DESCRIPTION – ACCOUNTS ASSISTANT

Based in Wellington, Tāwhiri is a festival and events company, the creative force behind Aotearoa's iconic New Zealand Festival of the Arts, Wellington Jazz Festival, Lexus Song Quest and Second Unit. We believe creativity is a powerful current that flows across borders and permeates transformative experiences between artists and audience.

Wellington Jazz Festival	An annual jazz festival	November 18-22 2020 & June 2021
Lexus Song Quest	A biennial opera singing competition	May - July 2021
Te Taurima o Aotearoa / New Zealand Festival of the Arts	A biennial multi-arts festival	25 Feb - 20 Mar 2022
Second Unit	An interactive theatre experience	TBC

OUR VALUES: HE TĀNGA MANAWA

- *Manaakitanga*: uplifting the mana of all people through care, nurture and respectful relationships.
- *Pūkengatanga*: the pursuit of excellence in all our endeavours.
- *Whanaungatanga*: weaving together a team to create strength, trust and flexibility.
- *Kotahitanga*: standing together with shared purpose and values.

PURPOSE OF THE POSITION

To support the Finance Manager and Tāwhiri team to manage all day to day finance related tasks, with specific responsibility for accounts payable and accounts receivable for the Tāwhiri Limited group: New Zealand Festival, Wellington Jazz & Music Festival Trust, Second Unit Trust.

This role reports to the Finance Manager.

This is a fixed term 20 hour per week contract role for two years commencing October 2020 and would suit someone who is keen to work in a vibrant, agile and close-knit team environment. Working hours and days can be negotiated with the successful candidate. During busy event periods there may be an increase to full time work if this suits the candidate.

KEY CAPABILITIES

The key capabilities of the role are:

- **Accounts Payable and Accounts Receivable**

Assist the Finance Manager to effectively manage a high transaction volume and complex accounts payable and receivable. Demonstrate an understanding of multiple jobs and/or cost centres is required. Prior experience with purchase orders would be advantageous. You will be required to follow up with suppliers and respond to queries, and to reconcile transactions with banking statements.

- **GST**

A good understanding of New Zealand GST requirements is required, ensuring that all transactions processed have the correct GST treatment.

- **Bank reconciliations**

Undertake regular bank reconciliations in Exo Business finance system as instructed by the Finance Manager.

- **Microsoft Office & Accounting Software**

Intermediate skills in Excel, and Word and experience in accounting software is mandatory, preferably Exo Business.

- **Accuracy**

A high degree of accuracy is required at a very detailed level, while still understanding the impact on the bigger picture. The ability to adhere to processes and controls including Delegated Financial Authorities, and to maintain systems and processes even when under pressure is essential.

- **Finance Team Member**

You will need to work closely, constructively and confidently as a member of the Finance team in order to successfully deliver a range of tasks in support of a suite of events in a high pressure environment.

- **Relationship Management**

You must be able to relate well to a diverse range of people, maintaining positive professional relationships with all external and internal stakeholders whilst promoting and representing Tawhiri Limited in the best possible manner at all times. You must effectively liaise between suppliers, debtors and Tawhiri staff to meet deadlines and ensure the quality of all financial information.

- **Problem Solving**

Great organisational, administrative and time management skills are vital in this role as you will need to manage tasks with multiple conflicting deadlines. Demonstrate initiative and problem solving skills to ensure tasks are completed accurately and on time and key information is available as required.

- **Professional Environment**

You will need to be professional, friendly and approachable, with the ability to multi-task. At times, Tawhiri Limited is a high pressure environment. You need to remain level-headed in this deadline driven and busy role.

- **Experience**

Candidates with experience in accounting as an Accounts Assistant or Accounts Payable/Receivable role would be preferred.

KEY FUNCTIONS

Accounts Payable:

- Liaise with Festival staff to accurately manage the existing purchase orders process, following up and problem solving in a timely fashion, ensuring controls are maintained.
- Processing supplier invoices for payment, including matching purchase orders, ensure coding is against the appropriate budgets and obtaining the appropriate authorisation for payment. Assisting the Finance Manager to process weekly payment batches and emergency ad hoc batches as required. Reconciling supplier statements and following up on non reconciled items in a timely manner.
- Assisting staff with reimbursement claims, ensuring that they are reconciled, have appropriate documentation and authorisation, paid within deadlines, and are on-charged to other Company Businesses as required.
- Ensure that all expenditure is made within the Board approved Delegated Authorities.

Accounts Receivable:

- Accurately process debtor invoices and credit notes for Patron, Staff and Culture Club debtors as well as miscellaneous invoicing such as advertising, sponsorship and ad hoc charges.
- Assist the Audience & Partnerships Coordinator by creating ticket invoices and monitoring payments on a daily basis. Liaise with and support Audience and Partnerships team on ticketing revenue matters.
- Follow up on outstanding Culture Club payments and other debtors if required.

GST

- Advise other Tawhiri staff on GST queries as they arise.
- Ensure that all transactions in MYOB Exo Business are allocated in the correct period and at the correct rate.

Other Duties:

- Scanning and filing invoices into Exo Business and paper filing where required on a regular basis.
- Assist with general office duties including answering phones and filing if required.
- Assist the Finance Manager with any other functions that pertain to the Finance department as requested.

- Contribute as part of the wider team to the Tāwhiri Intercultural Policy and Action Plan. This is a company-wide commitment to positive, empowered and planned creation of value through a positive engagement with Te Reo Māori and Tikanga Māori within the work and culture of the organisation.
- Attend departmental and full staff meetings as required.

SKILLS REQUIRED

- Good understanding of accounts administration processes
- Good written and oral communication skills
- Excellent administrative and organisational skills
- Keen attention to detail and accuracy
- Strong record keeping skills
- Excellent time management
- Ability to carry out responsibilities independently
- Demonstrated ability to successfully work as part of a cohesive team
- Strong accounting software skills. Experience in Exo Business is a plus.
- Intermediate level software skills including Word, Excel, Outlook (or equivalent)
- Knowledge of or interest in the performing arts and/or event industry in New Zealand is advantageous.

ACCOUNTABILITY

- The Accounts Assistant is directly responsible to the Finance Manager.
- In the absence of the Finance Manager, the Accounts Assistant will be responsible to the Head of Programming (Deputy Executive Director).
- The Accounts Assistant will not have authority for expenditure or to contract or employ staff.