

POSITION DESCRIPTION – FINANCE ASSISTANT

Tāwhiri is the creative force behind festivals and experiences in Wellington including:

New Zealand Festival	A biennial multi-arts festival	21 Feb-15 March 2020
Lexus Song Quest	A biennial emerging singing competition	Aug 2020
Wellington Jazz Festival	An annual Jazz festival	June 2020
Second Unit	An annual interactive theatre experience	TBC

OUR VALUES: Te Kaupapa o Tāwhiri

Manākitanga: 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 Business Services team to manage all day to day finance related matters, with specific responsibility for accounts payable and receivable for Tawhiri Limited, New Zealand Festival Trust, Wellington Jazz & Music Festival Trust, Second Unit Trust.

This role reports to the Head of Business Services and works closely with the Assistant Accountant.

This is a fixed term contract role for five months commencing Monday 20 January 2020 and finishing Friday 22 June 2020.

KEY CAPABILITIES

The key capabilities of the role are:

- Accounts Payable and Receivable**
 Assist the Assistant Accountant to effectively manage a high transaction and complex accounts payable and receivable. Demonstrating an understanding of multiple jobs and/or cost centres is required. Prior experience with purchase orders would be advantageous.
- GST**
 A good understanding of New Zealand GST requirements is required, ensuring that all transactions processed have the correct GST treatment.

- **Microsoft Office**
Intermediate skills in Excel, and Word are mandatory.
- **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 maintain systems and processes, even when under pressure is essential.
- **Business Services Team Member**
You will need to work closely, constructively and confidently as a member of the Business Services 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**
Tawhiri Limited is a high pressure environment. You need to remain level-headed in this deadline driven and increasingly busy role. During peak periods work hours will vary day-to-day and it is essential that you are flexible and available to work the days and hours required.
- **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 assist the Assistant Accountant to accurately manage purchase orders, following up and problem solving in a timely fashion.
- Processing supplier invoices for payment, including matching purchase orders, coding against the appropriate budgets and obtaining the appropriate authorisation for payment. Assisting the Assistant Accountant 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 and are paid within deadlines.
- Ensure that all expenditure is made within the Board approved Delegated Authorities.

Accounts Receivable:

- Accurately process debtor invoices and credit notes for SchoolFest, Patron, Staff and Culture Club debtors as well as miscellaneous invoicing such as advertising, sponsorship and ad hoc charges.
- Assist the Assistant Accountant to monitor SchoolFest and ticket invoices on a daily basis and liaise with the Ticketing team, Accessibility, Community & Education Manager and Head of Audience and Partnerships on the release of tickets.
- 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 are allocated in the correct period.

Other Duties:

- Assist with general office duties including answering phones and filing if required.
- Assist the Business Services Team with any other functions that pertain to the Business Services department as requested.

Reporting:

- Attend departmental and full staff meetings as required.

ACCOUNTABILITY

- The Finance Assistant is directly responsible to the Head of Business Services.
- In the absence of the Head of Business Services, the Finance Assistant will be responsible to the Assistant Accountant.
- The Finance Assistant will not have authority for expenditure or to contract or employ staff.