



Our Vision: People who experience mental illness and addictions living well.

Our Mission: To contribute positively to the recovery of people who experience mental illness and addictions through the provision of quality community services, social housing and by supporting mental health sector development.

Job Description

Title: Assistant Accountant

Location: 334 Lincoln Road, Addington, CHRISTCHURCH

Reports to: Accountant

Main Purpose of Position:

To provide accounting and financial administration support with the day to day, monthly and annual accounting activities.



Functional Relationships:




Internal	External
Senior Management Team	Comcare's Funders
Business Support Team	Comcare's Suppliers
Team Leaders and Staff	External Auditors

Authorities: As per Delegations Policy



Functions	Key Responsibilities
Vendor Management	<ul style="list-style-type: none"> Support the 'onboarding' process for all new suppliers – including exchange of all documents. Perform regular housekeeping on the Approved Supplier list. Provide regular updates of the Approved Supplier list to managers and team leaders.
Accounts Payable	<ul style="list-style-type: none"> Process accounts payable invoicing, statements and all related tasks. Process and reconcile the company credit card statements of senior managers. Process credit notes requests as appropriate.
Accounts Receivable	<ul style="list-style-type: none"> Monitor accounts receivables and support key managers to - identify reasons for non / slow payment and follow up any outstanding debts. Process credit notes requests as appropriate.
Payroll	<ul style="list-style-type: none"> Provide backup cover for the accountant in relation to the fortnightly payroll for the organisation from creation to analysis. Support the process for reconciling and paying all staff expense claims.
Reconciliations - various	<ul style="list-style-type: none"> Bank reconciliations for all property related activities – rent out to landlords, rent in from tenants. Perform other reconciliations as requested.
Tenancy Management - financial	<ul style="list-style-type: none"> Proactively participate in the monthly reconciliations between the Property and Tenancy Management and Financial systems.
Month End	<ul style="list-style-type: none"> Assist with the preparation of Monthly Management Accounts.
Year End	<ul style="list-style-type: none"> Assist with the preparation of Annual Accounts package.
Accounting Support	<p>With on-the-job training fulfil the following duties:</p> <ul style="list-style-type: none"> Monitor daily cash flows and cash position. Assist with the preparation and filing of accurate and timely GST and PAYE returns. Assist with the reconciliation of Balance Sheet accounts. Assist with the maintenance of Fixed Asset Register. Assist the accountant with the creation of the annual budget.
Honouring Te Tiriti o Waitangi	<ul style="list-style-type: none"> Recognise and understand the principles of Te Tiriti o Waitangi.
Team Work	<ul style="list-style-type: none"> Maintain a professional and positive approach to enable effective co-operation within the Business Services Team.
Continuous Improvement	<ul style="list-style-type: none"> Identify ways to improve administration processes through continuous quality improvement.
Honouring te Tiriti o Waitangi	<ul style="list-style-type: none"> Develop approaches for partnering with mana whenua, Māori with lived experience of mental health and addiction services and their whanau.

	<ul style="list-style-type: none"> • Work in partnership with clients and whānau to provide culturally responsive and appropriate support to improve outcomes and reduce inequities.
Development	<ul style="list-style-type: none"> • Actively participate in professional development to meet identified learning needs that promote and support excellent performance in the position. • Over time employees will, through the natural process of gaining confidence in their ability and understanding of the systems, operate more quickly and efficiently in the job they hold. This will free up time that could be used to develop and enhance their skills, knowledge and abilities. As a consequence of this, and because Comcare is interested in developing each employee to their full potential, each employee will from time to time be asked to take on extra duties that are designed to upgrade their skills, knowledge and abilities.
Health and Safety	<ul style="list-style-type: none"> • Proactively support and follow our Health and Safety programmes, Policies and Procedures. • Ensure services are delivered in line with Comcare’s Health and Safety Policies and Procedures. • Ensure the Wellbeing of Comcare’s clients, tenants and staff are at the forefront of any decision taken. • Assess and mitigate and manage risk, including no cultural harm. • Ensure accidents and incidents in the workplace are reported in a timely manner.
Anei ā mātou whanonga pono / Our Values	<div data-bbox="690 1228 868 1459">  <p>We Statement ‘We offer a safe space to enable tāngata whaiora to find their own empowerment and support them to be leaders of their own journey.’</p> </div> <hr/> <div data-bbox="690 1501 868 1732">  <p>We Statement “We take a person-centred approach and nurture a sense of belonging through shared experiences and strengthening ties between whānau and communities.”</p> </div>

	 <p>We Statement "We ensure that our mahi reflects a mana enhancing approach to strengthen hope for tāngata whaiora, with aroha, respect, integrity and trus."</p>
	 <p>We Statement 'We support the mana of each other through respect, collaboration and communication.'</p>
	 <p>We Statement 'We protect and preserve taonga for whānau and generations to follow.'</p>
<p>This Job Description is intended to describe the duties/responsibilities that the staff member will be expected to undertake in this position. It should not be considered as a complete and exhaustive list of all responsibilities, duties, or skills required of the position holder. From time to time, the position holder may be required to perform duties outside of their normal responsibilities as needed. This job description will be reviewed regularly in order for it to continue to reflect the changing needs of Comcare.</p>	

Person Specification
<p>Qualifications/Background:</p> <ul style="list-style-type: none"> • A minimum of two years relevant experience in financial accounting. <p>Experience / Knowledge / Skills:</p> <ul style="list-style-type: none"> • The ability to meet deadlines and maintain a high level of accuracy and adaptability. • Advanced knowledge of Microsoft applications i.e., Word, Excel, PowerPoint. • Strong written and verbal communication skills. • High degree of accuracy and attention to detail. • Advanced knowledge of Xero essential. • Ability to work independently and as part of the team. <p>Desirable:</p> <ul style="list-style-type: none"> • NZ Full Driver's Licence. • Accounting training preferable e.g., Accounting Technician, or tertiary papers.



Date: January 2025

	Signed by:	Date:
Employee:		
Employer:		