

Position description



Title Accountant	Reports to Commercial Business Partner
Division Finance	Department Finance
Location Auckland	Last updated 01/07/2022

Our commitment as a Crown Entity

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Role purpose

The Accountant is responsible for providing financial support for Lotto NZ's stakeholders.

Key areas of responsibility include: monthly reporting for sales and operating expenses including balance sheet reconciliations, budgeting and forecasting.

This role supports the Finance team on a daily basis, ensuring timely and accurate accounting requirements are met. It contributes to the Finance teams KPI's and provides overall support to the wider business.

What you will focus on

Sales financial support

- Reporting on monthly sales and game reporting for assigned games within month end deadlines set by the Financial Controller.
 - Preparation of associated balance sheet reconciliations including unpaid prizes, unearned income, multi-draws etc. Balance sheet reconciliations are accurate, and all reconciling items are current.
 - Various analysis as required to assist with decision making.
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Operating expenses finance support

Monthly review of assigned cost centres including:

- Review of all expenses to ensure that they are accurate and complete.
 - Processing journals to ensure that all accruals and prepayments are accounted for.
 - Discuss monthly financial results with cost centre managers to ensure completeness.
 - Preparation of all related balance sheet reconciliations within the deadlines set by the Financial Controller.
 - Financial results are completed within the month end timeframes set by the Financial Controller.
 - Provide monthly financial reports that are accurate and complete.
 - All reconciliation variances are investigated and rectified in a timely manner.
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Budgeting, business planning & reporting

- Preparation of annual budgets for assigned cost centres.
 - Preparation of monthly forecasts to aid in decision making including conducting monthly meetings with cost centre managers and maintaining forecasts.
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MyLotto support

- Support the Accountant - Digital and Finance Assistant with managing MyLotto customer queries and resolving any issues.
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Process improvement

- Identify improvements and make recommendations for process enhancements, ensuring that systems are utilized to their maximum potential.
 - Ensure processes are concise to allow for maximum efficiencies and ensure Lotto NZ policies and procedures are adhered to.
 - Make the Commercial Business Partner aware of any potential issues or non-compliance and provide recommendations to rectify.
 - Assist the Commercial Business Partner with reviewing processes and implementing new systems and processes.
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Other

- Assisting the Financial Controller and Commercial Business Partner with projects.
 - Any other duties as required to support the Finance team and wider business.
 - Record management - scanning, filing, and archiving of documents in accordance with Archive New Zealand requirements.
 - Any other duties as reasonably required by your manager or other key stakeholders.
 - Ensure all company policies, procedures and guidelines are followed and adhered to.
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- Take an active role in promoting and ensuring a safe and healthy workplace at Lotto NZ for yourself and others.
 - Lotto NZ's purpose is to provide safe gaming that allows New Zealanders to play and win while contributing money back to New Zealand communities: Ensure that minimising the potential for harm from our games is a key consideration in all day-to-day activities and decision making, through adhering to all Lotto NZ responsible gaming processes and policies.
 - Ensure the Lotto NZ Health and Safety policy is adhered to (including procedures in the Health and Safety Manual) and hazards, incidents and near misses are reported in the Health and Safety system in a timely manner.
 - Comply with all Lotto NZ security policies and instructions, complete all required security awareness training and report any security incidents or concerns in a timely manner.
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Your skills and experience

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| Technical skills | <ul style="list-style-type: none">• Intermediate to advanced skills in Microsoft suite of products.• SAP experience or similar large ERP system would be an advantage.• Working knowledge of accounting principles and standards. |
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| Experience | <ul style="list-style-type: none">• 2+ years' experience in accounting. |
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| Qualifications | <ul style="list-style-type: none">• Business/Finance Bachelor's degree.• Partly qualified in CPA/NZICA/CIMA. |
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Authorities

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| People responsibilities: | <ul style="list-style-type: none">• 0 people |
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| Signature authority of: | <ul style="list-style-type: none">• \$0 |
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