

POSITION DESCRIPTION: ACCOUNTANT

Role	Accountant
Position Type	Permanent - Full-time (40 hours per week)
Reports to	Group Finance Manager, Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust
Direct Reports	Nil
Location	Whakaoriori / Masterton

Ko wai mātou | Who we are

The Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust is the Post Settlement Governance Entity established to receive and manage the Treaty Settlement assets of Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua. The Settlement includes financial redress, cultural acknowledgements, and an apology from the Crown.

The Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust is governed by 12 Trustees appointed by Ngā Hapū Karanga.

Our offices are based in Wairarapa and Tāmaki-nui-a-Rua.

Our Group is made up of the Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust, Ngāti Kahungunu ki Wairarapa Iwi Development Trust, Ngāti Kahungunu Tāmaki-nui-a-Rua Iwi Development Trust, and Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Investment Trust.

Ō mātou Uara | Our Values

- Mana: Uphold the mana of Ngāti Kahungunu Iwi from Tāmaki-nui-a-Rua to Wairarapa
- Kahungunutanga: Tikanga, kawa, whakapapa and te reo Māori
- Hapū: Continue to be hapū led
- Whānau: Representation of Ngāti Kahungunu whānau
- Kotahitanga: Moving forwards together

Mō tēnei tūranga | About the role

The Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust is recruiting for a newly created role of Accountant, reporting to the Group Finance Manager. Based in the Wairarapa office, this role is crucial to ensure the accuracy and timeliness of financial reporting to the Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust, its subsidiary entities and our Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua whānau.

As our Accountant, you will play a crucial role in managing our financial operations. Your responsibilities will include preparing financial statements, ensuring compliance with accounting standards, and providing insightful financial analysis to support decision-making processes.

Key Relationships | Ngā hononga

Internal:

- Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua Settlement Trust and its subsidiaries
- Chief Executive
- Group Finance Manager
- Kaimahi

External:

- Our Ngāti Kahungunu ki Wairarapa Tāmaki-nui-a-Rua whānau
- Banks
- Auditors
- Suppliers

Key Responsibilities | Ngā Haepapa

Management Accounting

- Preparation of monthly management accounts and variance analysis.
- Lead budgeting and forecasting processes across teams and Group entities.
- Prepare cost centre reports and performance dashboards.
- Conduct financial modelling and scenario planning to support business decisions.
- Ensure compliance with tax regulations and assist with tax return filing.
- Assist with external audits and liaise with internal auditors.

Business Partnering

- Collaborate with operational teams to interpret financial data.
- Provide insights and recommendations to improve financial outcomes.
- Conduct pricing analysis, margin tracking, and commercial reviews.
- Lead contract reviews.
- Conduct financial impact assessments.

Operations

- Process journals, accruals, and prepayments.
- Reconcile general ledger accounts and ensure data integrity.
- Manager month-end and year-end closing processes.
- Maintain documentation for financial transactions and controls.

Financial and Commercial Support

- Contribute to commercial projects and investment appraisals.
- Support and guide the Finance Administrator in their core role.
- Help prepare board reporting packs.
- Manage the functions of fleet management, credit card, and charging tools.

**Experience and skills
required**

- Bachelor's degree in Accounting, Finance, or related field.
- Professional accounting qualification (e.g., CPA, CA) is preferred or committed to achieving.
- 2+ years of experience in accounting or commercial finance roles.
- Proficiency in accounting systems (e.g., Xero, SAP, Oracle, Power BI) and MS Office Suite (e.g., Excel).
- Strong understanding of management accounting and financial analysis.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and organisational skills.
- Strong communication and interpersonal skills.
- A level of cultural competence in relation to tikanga Māori or the willingness to learn.
- Ability to demonstrate a whānau, hapū and marae centered approach in the work undertaken on behalf of the Settlement Trust.