

Job Vacancy – Accountant

- South Auckland location away from the hustle and bustle of the city. FREE parking in a safe area!
- Permanent position, 0.5 FTE (20 hours per week), some flexibility with days of work
- Modern break out room, beautiful gardens to enjoy and a warm and welcoming team

Te Mahi/The Role...

We are looking for an experienced accountant to join our People & Capability Team and work alongside our Accounts & Payroll Assistant to manage the day-to-day accounting activities (including weekly cash flows, month end accounting, processing journals, reconciliations, trial balances, P&L, balance sheets and forecasting) for Tōtara Hospice and our Foundation organisation.

Here is an example of some more of the duties you can expect:

- Performing all accounting activities (as above)
- Contributing to the annual audit process and following appropriate practices and procedures to ensure this runs smoothly
- Prepare weekly reporting according to internal requirements
- Assisting and participating in annual budget and business planning processes
- Compliance related activities including FBT, GST and income tax
- Ad hoc analysis, including project work and general support as required

Te Tangata/The Person...

This role requires someone that has a high level of integrity, with an attention to detail who enjoys being hands on and is capable of working independently.

We are also looking for:

- Ideally you will be CA qualified with previous experience as an Accountant
- Solid understanding of financial processes
- Experience with consolidated accounts
- Experience within healthcare would be an added bonus
- Advanced excel skills and proficiency with Xero accounting systems
- Meticulous approach to work
- Exceptional communication skills, both verbal and written
- Full NZ working rights

Note: This role is covered by Government Orders for mandatory vaccination against COVID-19.

Why should you join Tōtara Hospice?

- There is no 'I' in 'Team' here. We work collaboratively across all departments to achieve the same goal; provide leading edge palliative care services to patients and whānau within the South and Southeast Auckland community. You will sit within the P&C team but will have touch points with various internal and external stakeholders associated with the organisation. Throughout the year you will have many opportunities to take part in fundraising events to continue making a difference in your community.
- We are a member of **Diversity Works NZ**. We value diversity and inclusion and are committed to providing equal employment opportunities to those of all backgrounds and identities. We are also a proud supporter of the **Silver Rainbow** programme, ensuring the needs of the rainbow community in our sector are understood and met.

- Along with free parking, we have an on-site café serving hot and cold beverages and delicious food to keep you fuelled. There is a modern break room to enjoy along with beautiful gardens to have your lunch in the sunshine.

If this sounds like you, click the 'Apply' button now to submit your CV and Cover Letter letting us know why you want to work at Tōtara Hospice and why you should be the successful candidate.

If you should have any questions prior to your application, please contact Tara at hr.team@hospice.co.nz

Tōtara Hospice as an organisation does not conscientiously object to anyone accessing their rights under the End of Life Choices Act that passed into law on November 7th 2021. Our focus will remain, as it always has been, on delivering to the needs of our patients and whānau. We will respect and support patients who choose this option.