

POSITION DESCRIPTION

Position title:	Financial Reporting Manager		
Reports to:	CFO		
Group:	NewPower Energy Services Ltd (NESL)		
Revision (m/y):	2/2025	Date:	16 April 2025

PURPOSE

The primary purpose of this role is to work as part of the Finance team to provide a high-quality accounting services that support the delivery of accurate, timely and reliable financial information.

The work is focused on ensuring financial systems and processes operate at full effectiveness so that managers have access to accurate and timely information.

REPORTING STRUCTURE



RESOURCE ACCOUNTABILITIES

Staff Numbers	1
Operating Budget	\$0
Capital Budget	N
Expense Authority	N

PERFORMANCE OUTPUTS

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
NewPower Values	<ul style="list-style-type: none"> • We have a passion for what we do • We do what we say • We play well together • We love to learn • We care for the community 	<ul style="list-style-type: none"> • Demonstrate NewPower's core Values
To support financial decision-making frameworks for the business, and increase awareness and capability of users	<ul style="list-style-type: none"> • Support the CFO to enable managers and budget owners to understand their responsibilities, and optimise financial decision making • Support for continuous improvement of financial models and frameworks • Ownership of financial models as needed • Education of users through training, workshops and coaching of financial data 	<ul style="list-style-type: none"> • Processes that the business can use to understand financial information • Financial policies and associated SOP's and templates are fit for purpose • Staff are trained to understand their financial responsibilities • Adherence to assigned processes, procedures and work method statements
To provide specialist financial management support to managers	<ul style="list-style-type: none"> • Partner with the business to drive improved financial understanding, decision making, and ultimately results. • Prepare monthly financial and project reports, conduct variance analysis, prepare necessary adjustments or accruals, prepare commentary with 	<ul style="list-style-type: none"> • Strong relationships with relevant stakeholders in the business, with a high degree of trust and respect, and the ability to inform and influence decisions. • Timely and accurate reporting

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	<p>the business, and generate insights or recommendations as needed.</p> <ul style="list-style-type: none"> Assist with the delivery of financial analysis and interpretation to managers, units and projects to support operational performance monitoring and decision making. Champion the use of MYOB across the company, including training staff and testing the system. 	<ul style="list-style-type: none"> Budgets prepared in line with agreed timelines, with appropriate stakeholder involvement and connection with the overall business strategy Strong focus on accuracy with a framework and process for detecting and correcting errors Managers are aware of financial issues in a timely manner, with financial consequences of decisions are explained Managers receive regular assistance if required, to manage budgets and decision making Feedback from managers demonstrates proactive and valuable support
<p>To champion improvements on key financial processes with managers to improve outcomes</p>	<ul style="list-style-type: none"> Assist with processes improvements around reporting, forecasting and the annual budget, and look for continuous improvement opportunities. Work with the wider Finance team to identify improvements within the business that result in more effective financial services for the business. 	<ul style="list-style-type: none"> Budget/forecast/reporting timetables and scope are met each year, and improvement opportunities are captured and implemented. Finance implements improvement initiatives regularly

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	<ul style="list-style-type: none"> Explore reporting tools (e.g. Power BI) and data to provide further value to the finance and business 	
Lead the Month-end processes and Balance Sheet reconciliations.	<ul style="list-style-type: none"> Prepare the monthly balance sheet reconciliations. Fixed Asset Register maintenance. Complete monthly intercompany recharges, labour recovery journals, monthly journals, accruals, prepayments, depreciation, month-end close procedures etc. Prepare month-end for the NESL Group and in readiness for WEL Group consolidation. Lead with the other month-end, year-end, and audit tasks as required. 	
Lead the Budget / Forecasting process	<ul style="list-style-type: none"> In conjunction with the CFO, lead in the preparation of budgets and quarterly financial forecasts, providing recommendations for improvement. 	<ul style="list-style-type: none"> Financial controls are effective and consistently applied Accurate data information is provided.
Provide Management and oversight of the GST/FBT process <i>(providing absenteeism cover across the team)</i>	<ul style="list-style-type: none"> Review Preparation of GST and FBT reconciliations and returns undertaken by the Accounts Payable / Receivable Administrator. 	<ul style="list-style-type: none"> Accurate and on a timely basis Tax Payments are timely and accurate to IRD requirements and due dates.
Provide Management and oversight of the Bank reconciliation and Cash management functions	<ul style="list-style-type: none"> Lead NewPower daily cash management. 	<ul style="list-style-type: none"> Accurate daily cash position is available within pre-set timeframes

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
<i>(providing absenteeism cover across the team)</i>	<ul style="list-style-type: none"> Review the day-to-day management of the banking system, processing, and reconciliation. Comfortable with maintaining multiple bank accounts in multiple currencies. Company Credit card review and preparation 	<ul style="list-style-type: none"> Any potential cash management issues raised to Management Accountant in a timely manner.
Provide Management and oversight of the Accounts Payable functions <i>(providing absenteeism cover across the team)</i>	<ul style="list-style-type: none"> Manage the Accounts Payable function ensuring the following: <ul style="list-style-type: none"> Process accounts payable invoices, including scanning and filing accounting information. Preparation of expense claims for employees weekly. Manage and process payment runs. Create payment batch and upload to the banks for review. 	<ul style="list-style-type: none"> Smooth day to day operations of the accounting processing cycles Works to ensure accurate financial reporting and support to decision makers
Provide Management and oversight of the Cost, debtor and creditor control functions <i>(providing absenteeism cover across the team)</i>	<ul style="list-style-type: none"> Ensuring: <ul style="list-style-type: none"> Sales invoices have been raised appropriately and accurately. Entries have been processed using the correct tax treatment. Strong working relationship with all suppliers. Supplier invoices have been paid and processed on a timely basis. 	<ul style="list-style-type: none"> Invoices are paid on time Suppliers are paid on time Issues are swiftly resolved <p>Given sufficient information and adequate time for payment review and payment approval</p>

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
	<ul style="list-style-type: none">• Understanding of foreign currency payments and the processes involved.• Continuous improvement in accuracy, efficiency and reducing cost.	

Employees are expected to carry out such other duties and responsibilities as may be requested from time to time by their manager, which are generally consistent with the objectives of the position.

PERSON SPECIFICATION

Qualifications	Essential	<ul style="list-style-type: none"> Formal qualifications in Accounting or Finance
	Desirable	<ul style="list-style-type: none"> CA/CPA or equivalent.
Experience	Essential	<ul style="list-style-type: none"> Experience in an Accountant or other relevant finance role (5+ Years): <ul style="list-style-type: none"> Financial planning, analysis, and reporting Working in partnership with business managers A high degree of numeracy, including advanced Excel skills Excellent written and verbal communications skills, with the ability to be succinct, accurate and timely, is essential. Strong planning and organisational skills – ability to cope with pressure and tight deadlines, prioritise and organise workloads Sound leadership skills and interpersonal skills Strong customer focus skills
	Desirable	<ul style="list-style-type: none"> ERP and financial software, ideally MYOB Advanced, Microsoft suite. Financial modelling NZ accounting experience and excellent understanding of current legislation/practices.

ROLE SPECIFIC COMPETENCIES

Financial Reporting and Analysis	<ul style="list-style-type: none"> Prepare monthly management reports; conduct analysis and prepare commentary and recommendations; ensure compliance with applicable standards, rules, regulations and systems of internal control.
Financial Planning	<ul style="list-style-type: none"> Prepare annual budgets and forecasts in collaboration with the business.

Integrity	<ul style="list-style-type: none"> • Demonstrates consistently high integrity, professionalism and business ethics.
Critical Thinker	<ul style="list-style-type: none"> • Ability to gather a wide range of information, comprehend and provide insight.
Problem Solving	<ul style="list-style-type: none"> • Analyses issues and breaks them down into their component parts. Makes systematic and rational judgment based on relevant information.
Achievement focused	<ul style="list-style-type: none"> • Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action.
Communication	<ul style="list-style-type: none"> • Speaks clearly, fluently and in a compelling manner to both individuals and groups. Writes in a clear and concise manner, using appropriate grammar, style and language for the reader.
Influencing and negotiating	<ul style="list-style-type: none"> • Reads situations, articulates points of view, builds trust, and develops relationships that enable positive influencing of people at all levels.
Commercial Awareness	<ul style="list-style-type: none"> • Understands and applies commercial and financial principles. Views issues in terms of revenue, costs, profits, markets and added value
Flexibility	<ul style="list-style-type: none"> • Successfully adapts to changing demands and conditions
Teamwork	<ul style="list-style-type: none"> • Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others