

POSITION DESCRIPTION



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| Position Title | Management Accountant |
| Business Unit | Corporate Services |
| Reports to | Finance Manager |
| Position Type | Full time, Permanent |
| Location | Wellington |
| Date | February 2023 |

New Zealand Rugby Overview

The vision for New Zealand Rugby is to Inspire and Unify. We do this by living the values of The Rugby Way, Te Ara Ranga Tira, which guides our game from Small Blacks to national teams.

The four pillars (Pou) of The Rugby Way are: Be Our Best (Te Pou Hiranga), Be Welcoming (Te Pou Maioha), Be Passionate (Te Pou Ihihi) & Play Fair (Te Pou Tika).

We strive for rugby teams in black that are unrivalled, a high performance system that produces the world's best talent, competitions that fans love, and a community game that is strong and cherished. We are committed to New Zealand rugby being financially secure, attracting top partners and contributing actively to the global game.

New Zealand Rugby employs more than one hundred staff who are based in its Wellington head office, Auckland or in a variety of rugby roles throughout New Zealand. Responsibilities include management of our national teams (including the All Blacks), administration of our national competitions, and participation in international competitions including Test matches, as well as assisting community rugby throughout the country. The organisation has direct relationships with its members, including all 26 Provincial Unions, Super Rugby Teams, Commercial and other partners and stakeholders such as the New Zealand Government.

New Zealand Rugby is one of New Zealand's largest sports organisations, with a team of employees committed to ensuring that our national game is run smoothly and effectively at all levels, all over New Zealand.

Purpose

To provide effective and efficient management accounting, financial analysis, budgeting and reporting for NZ Rugby Group and to improve finance processes through use of best practice technology systems. To work closely alongside the Finance Business Partner/s and across allocated business portfolios to optimise the financial maturity of the New Zealand Rugby Group (NZRG) which includes New Zealand Rugby Union Incorporated (NZR) and New Zealand Rugby Commercial LP (NZRC) and its related entities.



Key Tasks

Financial Analysis and Reporting

- Prepare NZ Rugby monthly management financial reports and variance commentaries for reporting directly to the Board and Executive/Management teams.
- Assist in maintaining an accurate and up-to-date full year forecast based on known permanent variances to budget for relevant cost centres.
- Interpret and analyse financial information to assist with business decision making.
- Analyse organisational expenses to ensure costs are minimised.
- Assisting in preparation of organisational long-term financial projections.
- General month end responsibilities such managing accruals, preparing and posting journals, reviewing accounts and reconciliations.
- Assist with delivery of external reporting requirements, including government and external funding reporting.
- Ad hoc financial analysis and reporting projects as required.
- Ad hoc Finance Operations duties as required to assist the wider team, such as bank reconciliations and payment runs.

Budget Management and Financial Assistance

- Assist and support the annual budget process including assisting Budget Managers with budget preparation and providing justification for all expenditure and consolidating the organisations budget.
- Provide input into organisational identification, management and reporting of all organisational risks.
- Advise Budget Managers on financial matters including budgeting, variance analysis, commercial contracts and other financial arrangements.
- Assist in maintaining organisational financial understanding and capabilities.
- Assist with various ad-hoc financial projects.

Systems and Efficiency

- Lead and support continuous improvement to financial processes through better utilisation of the Microsoft Business Central financial management system.
- Lead and support the contact with external support supplier for Microsoft Business Central financial management system.
- Lead and support developing and introducing 'best practice' reporting, planning and accounting processes for on-going financial effectiveness supported by latest information technology.
- Lead and support providing information and training to the Finance team on the above 'best practice' reporting, planning and accounting processes.
- Lead projects that require development of the Microsoft Business Central financial management and Solver reporting and planning systems.

Compliance

- Maintain awareness of any changes in legal or compliance requirements which impact the NZ Rugby.

Relationship Management

- Manage relationships with various internal and external parties, including NZR Budget Managers, Executive team, sponsors, Provincial Unions, Super Rugby Clubs and other national rugby unions.
- Support business partnering across the organisation
- Assist with training new budget managers, inductions and BI licence management

Fixed Assets

- Support processes for reviewing the Fixed Asset Register and ensuring the Fixed Asset Register is reconciled on a timely basis to ensure it is accurate and up to date.
- Review all Capital Expenditure purchases to ensure amounts are within budgeted levels and delegated authority.
- Prepare NZ Rugby's annual capex budget and monitor progress and reporting throughout year, including working closely with project owners.
- Assist and support the review and release of WIP as appropriate.
- Assist and support the running, reviewing and managing depreciation on a monthly.

General

- Undertake other tasks as required and works as a member of the team to meet the wider team and organisation objectives.

Health & Safety (for self)

- Takes personal responsibility for keeping self-free from harm.
- Follows safe working procedures.
- Reports incidents promptly.
- Reports hazards promptly and suggests appropriate remedies.
- Knows what to do in the event of an emergency.
- Co-operates in implementing rehabilitation plan.
- Knows what process options are available and contributes to a harm-free workplace culture

Key Relationships

| | | |
|--|---|--|
| This position reports to: | Finance Manager | |
| • Other areas/people that report to this position's immediate manager: | Finance Operations Team Leader Accountant | |
| • This job's direct reports are: | N/A | |
| External Relationships | Internal Relationships | |
| <ul style="list-style-type: none"> • Provincial Unions and Super Rugby clubs • World Rugby • Other National Rugby Unions • Community funding agencies • Suppliers • NZR auditor • Supplier of NZR's Financial Management Information System | <ul style="list-style-type: none"> • Management and staff • Board | |

Person Specification

Experience

Experience in an accounting role with responsibilities for:

- Budget preparation and monitoring;
- Data analysis and ad-hoc reporting;
- Month end responsibilities, including accruals, account review and journals
- Developing and maintaining strong business relationships
- Preparation of monthly management reports and ad-hoc data analysis; and
- Strong computer literacy using Financial Management Information Systems, preferably Microsoft Business Central and Solver Reporting system; and Microsoft Office Suite (i.e. Excel, Word, Outlook, PowerPoint etc.)
- Systems accounting and process improvement skills and experience preferred.

Educational and Professional Memberships

- Qualified Chartered Accountant with 3+ years post CA experience
- Member, or Provisional Member, of Chartered Accountants Australia and New Zealand or similar professional accounting institute.

Competencies

| Behaviour | Everyone | People Leaders |
|----------------------|--|---|
| Be Welcoming | <ul style="list-style-type: none"> Respects and values others' styles, opinions, backgrounds and beliefs Understands the motivations and situation of others Promotes an inclusive culture welcoming all ages, genders, ethnicities, sexualities, religions or physical abilities | <ul style="list-style-type: none"> Stays connected to the team Cultivates a team culture by advocating collaboration across teams Actively seeks others' involvement |
| Be Our Best | <ul style="list-style-type: none"> Seeks and acts upon feedback to improve performance Recognises & develops own strengths and work-ons Shares knowledge and skills Respects and values the contribution of others Identifies areas where a difference can be made and adds value Works to gain trust and respect with all stakeholders Responds positively to change Is forward-thinking, always looking striving to improve and be the best Consistently delivers on time Puts their hand up when help is required or when it's required by others Sees opportunities rather than barriers Speaks up and challenges where there are issues, risk or inefficiencies | <ul style="list-style-type: none"> Ensures the right people are in the right job at the right time Provides the tools needed for success Invests in growing our people and supporting their holistic development Sets attainable challenges & recognises and reinforces development efforts Shares information and provides effective coaching Takes the time to understand individual's strengths and where/how they can add value Engages and utilises people from across NZR in the development and execution of business priorities Looks long-term, to generate and encourage new ideas Walks the talk Ensures the wider team understand how what they do fits with NZR's vision and key strategic challenges Prioritises the wider team's goals and intentions accordingly |
| Be Passionate | <ul style="list-style-type: none"> Demonstrates a can do attitude, always open to opportunities Pursues everything with energy and drive Strives to achieve stretch goals Always an ambassador for NZR and the game | <ul style="list-style-type: none"> Creates a highly engaged environment and culture Encourages responsible risk taking where mistakes are owned and learned from Encourages research and learning in relevant areas of rugby, sports and other business to understand future trends |

| Behaviour | Everyone | People Leaders |
|-----------|--|---|
| | <ul style="list-style-type: none"> Loves what we do - works here because it's fun and we connect with others Is a team player, connects with people | |
| Play Fair | <ul style="list-style-type: none"> Is honest and constructive in discussions Acts for the good of the game and respects its heritage, history and heroes Is open, supportive and considerate Actively listens, considers and takes on board other views Behaves with integrity and is responsible for own behaviour Looks after others and steps in if something is not right Fronts when something goes wrong, owns the action and the consequence | <ul style="list-style-type: none"> Ensures people know what is expected Has the team's back Trusts others to make good and timely decisions Clearly and consistently communicates with all team members |

Authorities / Dimensions of the Position

Staff - Nil

Budget - Does not control a budget but helps manage organisational budgets.

Contractual - Signs letters and contracts on behalf of the organisation within specified delegated authorities.

Manager Name: _____ Signature: _____ Date: _____

Employee Name: _____ Signature: _____ Date: _____