POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	**Accounting Technician / Accounts Administrator (full-time, permanent)**
Reports to:	**Financial Controller**
Direct reports:	**N/A**
Indirect reports:	**N/A**
Volunteers and Interns:	**N/A**
Location:	**OUSA, 640 Cumberland Street, Dunedin**

Organisation:

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students through our 5 service provision departments: Student Support, Events, Clubs and Socs, Radio One and Critic.

These departments are supported by our 3 internal service departments, marketing and communications, corporate support and Planet Media Sales.

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represent student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

In addition to service provision OUSA is involved in a number of commercial ventures including: Planet Media Sales (includes National Sales), Starters Bar, Dunedin Craft Beer and Food Festival, the Auckland Craft Beer and Food Festival (JV), University Bookshop Otago Ltd, 50% share in University Union Ltd. OUSA owns a number of properties in Dunedin including the OUSA Aquatic Centre (Magnet st), Clubs and Scos (Albany St), the OUSA Student Support Centre (Ethel Benjamin Place) and the UBS Building (Great King St)

Position purpose:

- To keep OUSA accounts to a high standard of accuracy and to provide managers with timely financial information and accounts processing

- To process accounts payable and receivable, cash register reconciliations, bank & credit card reconciliations, financial reporting, and general accounting duties as required (using Accredo)

- To assist Managers to understand financial processes

- To assist the Financial Controller in the financial management of the Association.

Areas of Responsibility

Area	Expected Outputs
People management	- N/A
Financial Management	- Assistance to the Financial Controller in the financial management of the Association

General tasks	- Assist with annual budget, providing support to dept managers - Accurate and timely processing of financial administration including accounts payable, accounts receivable, invoicing, salesmen commission statements, daily sales reconciliations, expense reimbursements, bank and credit card reconciliations and GST returns. - Maintenance of financial records in Accredo regarding debtors and creditors records/ details and management of online banking - Assist with maintaining banking signatories - Assist with maintenance of OUSA asset register - Assist with preparation of month end adjustments - Assist with end of year adjustment entries, trial balance and audit preparation information - Support our receptionists with regards cash handling procedures. - Assist in production of monthly financial management reports to the CEO and Departmental Manages, to ensure effective budget management and reporting - Assist Departmental Managers with correct coding of expenditure - Assist in preparation of general ledger, journal entries, monthly internal financial statements for Managers - Keeping up-to-date with changes in NZ accounting standards, IRD policies, and other legislation - Assist in identification of improvements to internal financial control processes and procedures - Provide training and support to staff and exec on financial processes
Health and Safety	- Take personal responsibility for engaging in OUSA's no-harm, health and safety culture - Be familiar with the hazard register for the work area that you work in - Communicate to the Departmental manager and colleagues any potential hazards that you identify that are not on the register - Be familiar with the location of first aid kits and qualified first aiders in the Association - Be familiar with and adhere to any health and safety plans - Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Departmental Manager of these - Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community

Personal Attributes

Working Collaboratively	- Ability to build and maintain professional and productive relationships - Ability to relate to a diverse range of people - Excellent written and oral communication skills - Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA

Organisation	• Manages self, resources and workload to meet timelines • Is organised and keeps all files and documents in order • Ability to work independently and as part of the team • Ability to recognise when issues need to be escalated to the Departmental Manager
Change	• Is flexible and resilient to meet the ever changing needs of the OUSA
Problem Solving	• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate

Qualifications and Experience

- Tertiary Accounting qualification – preferably an accounting technician qualification desirable
- Minimum 5 years' experience in a similar sized and complex organisation regards to structure
- Significant experience in accounts processing and financial administration

- Significant experience with accounting software packages

- Intermediate – advanced capability using Excel

- High standards of professionalism, ethics and integrity

- Ability to communicate effectively with all levels of staff