

Position Description

Assistant Accountant



The Cooperative Bank

Our purpose

Our long-term aspirations are to develop more long-term value-based relationships with our customers, and for our people to grow and develop so that they are better off working at the Co-operative.

Our values

Our values represent who we are, how we think, and how we behave to bring these to life every day. You'll demonstrate behaviours that define our core values and support an inclusive culture with a strong teamwork spirit.



About the team

The Finance Team are the crucial link between the numbers and our stakeholders. After we complete the monthly accounts, we are focussed on quality reporting to our senior leadership team, external regulatory reporting and the production of the half yearly disclosure statement. Alongside this we manage the fortnightly payroll and back-office bank services activities.

The Finance Team sits within the wider Chief Financial Officer responsibilities.

Purpose of this position

The key focus of this position is to assist the Finance team with the Financial and Bank Services operations of The Co-operative Bank. This role is responsible for a broad spectrum of accounting work including management accounting, accounts payable, reporting to various business units and support for back-office settlement processes.

Position reports to: Financial Controller

Challenges and opportunities of this role

- Organising and planning own workload to manage competing demands for your time.
- Providing pragmatic “fit for purpose” solutions appropriate to the Bank’s needs and priorities.
- Striking a balance between getting things 100% right and spending the right amount of time to get it there.

How you will contribute:

What you'll do	Success will mean
Management Accounting	
<p>Assist with the preparation of monthly management reports. Achieved by completing day to day accounting for Bank operations, Treasury and subsidiaries. This may include</p> <ul style="list-style-type: none"> - Month end close tasks e.g. journal preparation and posting - Fixed asset and WIP management and reporting <p>Prepare and assist with monthly Balance Sheet reconciliations.</p> <p>Provide ad-hoc analysis in response to business requests.</p> <p>Ensure compliance with our operational tax obligations.</p>	<ul style="list-style-type: none"> • Provide accurate and relevant financial and non-financial information to assist in delivering on the Bank’s strategy • Proactive improvements are made to Finance policies, processes, documentation, reports, and systems.
Accounts Payable	
<p>Provide assistance with the Accounts Payable process.</p>	<ul style="list-style-type: none"> • Vendors are paid accurately and on time. • Users of the approval system know how to use the system in effective and efficient way. • All payment queries are addressed and resolved in a timely manner.
Interest Rate Swaps – Processing and Accounting	
<p>Maintain swaps confirmation, rate resets and settlement cashflows.</p>	<ul style="list-style-type: none"> • Ensure that accounting for swaps is undertaken in an accurate and timely manner • Ensure that swap settlement is achieved in an efficient, professional manner and that bank cash flows are accurately maintained and effected

What you'll do	Success will mean
Back up Payroll Processing/Advice/Guidance	
<p>Provide backup operational responsibility for the accurate and timely processing of the fortnightly payroll when Payroll Specialist is on leave.</p> <p>Ensure that requisite reviews and signoffs are obtained in the payroll process.</p> <p>Working in conjunction with People & Culture ('P&C') to provide necessary payroll related advice and guidance as required by the business.</p>	<ul style="list-style-type: none"> • To ensure fortnightly payroll is processed in an accurate and timely manner • Branch and head office managers receive practical and timely payroll guidance on policies and practices consistent with employee contracts. • Potential payroll risks are identified, managed and escalated effectively. • Maintain a low error rate. • Partner with the P&C team to ensure reporting and analysis is relevant and accurate.
Back-up Settlement Flow Processes	
<p>Provide back up to ensure customer and wholesale transactions are accurate and timely.</p> <p>Process journal entries, FX payments, expense claims, return payments and inward rejects.</p> <p>Manage dishonoured and un-posted items, UPI accounts, and personal cheque procedures</p> <p>Inter-bank settlement processes.</p> <p>Settlement with the Reserve Bank using the NZClear system.</p> <p>Provide timely reconciliations.</p> <p>Foreign Exchange Payments and investigations.</p> <p>Provide advice and assistance to Branch and Head Office staff for any transactional matters.</p>	<ul style="list-style-type: none"> • High customer satisfaction. • Maintain confidence of the Reserve Bank and the trading Banks. • No policy breaches. • Mitigate key Bank risks (financial, compliance and reputation). • Providing confidence in figures produced and reported. • Ensuring timely and efficient results.
Team Contribution	
<p>Provide support to the Financial Controller, and the wider team as required.</p>	<ul style="list-style-type: none"> • Engage and work in partnership with the Finance team to develop and deliver the Finance reporting framework.

What you'll do	Success will mean
	<ul style="list-style-type: none"> • General support to the Finance team (when requested) including covering absence by preparing various returns, reports and papers in a timely manner, and completing other activities consistent with the scope of this PD.
Other Accountabilities	
<p>Works collaboratively with other members of the Team.</p> <p>Complies with Health & Safety requirements, including practicing safe work methods, and helping management eliminate workplace hazards.</p>	<ul style="list-style-type: none"> • Teamwork is well-integrated and team goals are achieved. • Demonstration of behaviours that define our core beliefs • H&S good practice and compliance supports a safe workplace.
Healthy and safe work environments	
<p>Follow all health and safety policies, standards, emergency procedures and plans.</p> <p>Participate in health and safety activities, training and meetings as required.</p> <p>Reports hazards, near misses, injuries, incidents, and ideas for continuous improvement.</p> <p>Cease work if an unsafe situation arises and seek assistance.</p>	<ul style="list-style-type: none"> • Having healthy and safe ways of working. • All workers feel empowered to and aware of opportunities to participate in health and safety activities. • Our people can easily report hazards, near misses, injuries, incidents, and ideas for continuous improvement. • Workers stop work if they feel unsafe and connect with their people leader or other workers for assistance.

Decision making and responsibilities

a) Decisions and/or financial accountabilities:

Financial and other business dimensions of the part of the business this role is responsible for or contributes to:

- Financial and other business dimensions: this role contributes to the financial planning and reporting processes for the Bank.
- Personnel Dimensions: Nil formal direct reports.

Qualifications and experience

- Role requires 3+ years' experience in an accounting role.
- Tertiary qualified with a commerce degree or similar.
- Experience in a banking or finance related environment would be preferable, but not essential.

Skills and attributes

Technical Skills

- Uses Microsoft Office suite products at an intermediate level (including Word, Excel, PowerPoint, Outlook) and research tools (internet and database use)
- Have experience working in banking or accounting operations
- A high degree of attention to detail and accuracy
- Are adaptable and can deliver information with clarity
- Ability to multi-task, meet deadlines while maintaining the quality of services delivered
- High level of verbal and written communication skills
- Willingness to develop new skills at all times

Personality Attributes

- Positive and enthusiastic with personal beliefs aligned with the co-operative ethos of the company
- Self-starter, able to operate with minimal supervision with strong belief in self-ownership and responsibility

Leadership Skills

You will be expected to demonstrate behaviours from our Leadership skills framework through your actions, the way you work and how you work with others.