

Job Description and Person Specification

FINANCIAL ACCOUNTANT & HR/PAYROLL ADMINISTRATOR

VISION STATEMENT

Our Vision is to be Relentlessly Awesome for our Patients and Whānau, and to be led by their own choices for their care

This job description outlines the key duties and responsibilities that form part of the employee's role at Hospice Whanganui. The job description is written for the position as at March 2026 and is subject to amendment from time-to-time.

Position title:	Financial Accountant and HR/Payroll Administrator
Primary place of work:	Hospice Whanganui
Position status:	Part Time (24 hours per week) 8am to 4.30pm Monday, Tuesday and Wednesday with ½ hour lunch break
Reports to:	Chief Executive Officer
Direct Reports:	Nil

Purpose of position

To provide financial reporting, budgeting, and forecasting services for Hospice Whanganui operations.

To manage payroll, finances and HR requirements.

To actively contribute to meeting the strategic plan goals of Hospice Whanganui.

Delegated Authority

1. Financial contracts
2. Online banking

Functional Relationships

Internal: All Hospice Whanganui staff and volunteers

External: Accountant and Auditor, Whanganui District Health Board, Ministry of Health, Bank, Whanganui Regional Health Network, ACC and Hospice New Zealand

Job Description and Person Specification

FINANCIAL ACCOUNTANT & HR/PAYROLL ADMINISTRATOR

Summary of Key Responsibilities	
Financial management and accounting	Creditors and Debtors control
Payroll	Banking, tributes and donations
HR requirements of Hospice Whanganui	Compliance
Management Team	Monthly financial reporting to CEO

KEY RESPONSIBILITIES

1. Financial management and accounting

Responsibilities	Key Performance Indicator (Job holder is successful when)
Preparation of financial accounting and information reports. Management of financial and accounting systems.	Information is received by the CEO and Management Team in a timely manner each month
Facilitation and preparation of the annual budget for approval, in conjunction with Chief Executive Officer.	Process exists for facilitation and preparation of annual budget.
Establishment, implementation and management a rolling 12 month financial forecasting process.	Draft annual budget is prepared for CEO within set timeframes.
Preparation of all cash-flow reports, annual financial accounts (to be audited), forecasts and budgets necessary for effective financial control of the business.	Forecasting information is provided to the CEO in a timely manner and includes indicators for the year, previous year and forecast figures. All financial reports are accurate and user friendly.
Brief CEO on financial performance across all cost centres.	Meetings held with CEO for financial briefings.

Job Description and Person Specification

FINANCIAL ACCOUNTANT & HR/PAYROLL ADMINISTRATOR

Brief CEO on financial issues prior to Board meetings.	CEO briefed on all financial issues prior to Board meetings.
Oversight of expenditure across cost centres.	CEO and MT receive prompt advice and recommendations on attainment of budget.
Ensure there are appropriate business rules surrounding internal controls.	Audit comments and reports reflect appropriate rules are in place.
Maintenance of Asset Register.	Xero Asset Register is updated as and when new assets are purchased. Xero asset numbers provided to Operations Coordinator to update asset with numbers Disposal of assets no longer in the service updated in Xero
Ongoing development of best practice accounting policies, systems and procedures.	All financial policy and procedures reflect industry best practice standards.
Preparation of invoices, monitoring of performance and completion of statistical returns.	All invoices, performance monitoring and statistical returns are completed, and no outstanding money is owed by funders.
Implementation and maintenance of robust internal financial controls to ensure the financial integrity of the organisation.	Internal control system is properly documented and implemented.
Report Yearly end of year and accounts and audit are undertaken	Liaise with Hospice Accountant and Auditor

2. Creditors & Debtors Control

Responsibilities	Key Performance Indicator (Job holder is successful when)
Collation and processing of suppliers' invoices. Payments are set up online and ready for payment approval by CEO.	Expenses are accurately reflected in financial reports. No monies are owed.

Job Description and Person Specification

FINANCIAL ACCOUNTANT & HR/PAYROLL ADMINISTRATOR

Payment of supplier invoices.	All creditors are paid in a timely manner.
Invoices are created.	Requests for debtor invoices are created and sent out in a timely manner. Ensure invoices are paid. UCOL, Hospice Taranaki and ACC invoicing undertaken monthly with input from Nurse Lead
Maintain accounting software.	Ensure all accounting procedures associated with the accounting software are undertaken in a timely manner.

3. Payroll

Responsibilities	Key Performance Indicator (Job holder is successful when)
Management of the payroll function, including liaison with the outsourced payroll provider, ensuring compliance.	Payroll function is consistently compliant with legislation, employment contracts, SECA and Collective Agreements. Staff are paid accurately and on time. Managers are updated with latest leave history reports for their teams

4. Banking, tributes and donations

Responsibilities	Key Performance Indicator (Job holder is successful when)
Maintenance of appropriate internal controls, including ensuring separation of duties in relation to cash handling.	Cash is kept secure and staff protected through the use of appropriate internal controls.
Ensure funds received are banked in a timely manner.	Cash is held on site for a minimal amount of time.
Respond to all donations in a timely manner	All donors are responded to in writing within one week with an official receipt using mail merge programme
Review current processes and identify any areas for improvement.	Review undertaken and improvements made.

Job Description and Person Specification

FINANCIAL ACCOUNTANT & HR/PAYROLL ADMINISTRATOR

5. Human Resources

Responsibilities	Key Performance Indicator (Job holder is successful when)
Manage staff records.	<p>Electronic personnel files are up to date and current, maintained accurately and securely.</p> <p>Bring-up system in place to ensure currency of job requirements, including but not limited to driver's licence, practising certificates, and length of service. Relevant Managers informed and reminded.</p>
Creation of Employment Agreements.	<p>Ensure employment agreements are current.</p> <p>Changes to employment agreements are provided to managers for signing, and filed in personnel files.</p> <p>Create employment contracts from templates</p> <p>Update payroll provider with new employee info and changes to employment contracts</p>

6. Compliance

Responsibilities	Key Performance Indicator (Job holder is successful when)
<p>Preparation of all reporting schedules for statutory requirements:</p> <ul style="list-style-type: none"> • Charities Commission annual report • Hospice NZ annual Cost ID report • Bi monthly PAYE • Monthly GST returns • Police Vetting • MOJ Vetting • NZTA Employee Updates 	<p>All statutory obligations are met with accuracy and timeliness.</p>
Risk, health and safety.	<p>All areas relating to the position comply with Health and Safety legislation and Hospice Whanganui policies and procedures to maintain a safe workplace.</p>

Job Description and Person Specification

FINANCIAL ACCOUNTANT & HR/PAYROLL ADMINISTRATOR

	All hazards and risks relating to the scope of the position are identified and mitigation strategies in place and monitored.
Quality.	All areas relating to the position comply with Hospice Whanganui policies and procedures.

7. Other Duties

Responsibilities	Key Performance Indicator (Job holder is successful when)
Other duties as required.	Other duties are performed to expectations.

ORGANISATIONAL REQUIREMENTS

	Key Deliverables
Te Tiriti o Waitangi	<ul style="list-style-type: none"> ▪ You can demonstrate an understanding of the Treaty of Waitangi and its principles and how to implement it. ▪ You commit to ongoing learning to better support our Māori community.
Organisational Values	<ul style="list-style-type: none"> ▪ Core HW values are lived out and demonstrated in all aspects of your work. ▪ You demonstrate kotahitanga (unity), courage, manaakitanga (respect, generosity, kindness) and accountability in all you do.
Health & Safety	<ul style="list-style-type: none"> ▪ Commit to completing all Hospice Whanganui mandatory training. ▪ Timely, full and accurate completion of accident and hazard forms if and when required. ▪ Contribute to the improvement of Health & Safety in the workplace where required.

Job Description and Person Specification

FINANCIAL ACCOUNTANT & HR/PAYROLL ADMINISTRATOR

Person Specification <i>The following are the requirements the individual must have to successfully perform the requirements of this job</i>	
<p>Experience, skills and knowledge</p>	<ul style="list-style-type: none"> ▪ Proven experience in preparing monthly and annual budget and financial management reports for a medium-sized business on a full accrual basis. ▪ Proven experience in a financial accounting environment, for example a Chartered Accountants office, with an emphasis on producing timely accurate financial information. ▪ Demonstrates a high degree of judgement, initiative, honesty, confidentiality, attention to detail and good time keeping. ▪ Proven budget management and forecasting experience. ▪ Broad knowledge of accounting and information systems, and management control systems and processes. ▪ Competence to accept responsibility and be accountable for the financial portfolio operational detail and accuracy and for work completed within planned deadlines. ▪ Ability to develop policies and procedures in relation to commercial, financial, and accounting systems based issues. ▪ Very high standard of numeracy ▪ Willing and able to work in accordance with the principles of the Treaty of Waitangi ▪ Able to prioritise daily tasks. ▪ Able to complete tasks by specified deadlines. ▪ Able to build strong positive working relationships at all levels and work effectively in a team environment. ▪ Able to communicate orally with confidence and sensitivity and relate well with people at all levels. ▪ Able to develop and maintain effective working relationships with people at all levels. ▪ Excellent oral, written and presentation delivery skills. ▪ Proven payroll experience for medium-sized business
<p>Qualifications and membership</p>	<ul style="list-style-type: none"> ▪ A relevant tertiary accounting qualification preferred. ▪ Membership of C.A.A.N.Z. preferred. ▪ Current, clean drivers licence.

Job Description and Person Specification

FINANCIAL ACCOUNTANT & HR/PAYROLL ADMINISTRATOR

<p>Professionalism</p>	<ul style="list-style-type: none"> ▪ Able to maintain a high level of personal integrity at all times. ▪ Able to take care to present a professional image in all aspects of work, appearance and conduct. ▪ Able to keep sensitive information confidential
<p>Computer literacy</p>	<ul style="list-style-type: none"> ▪ Advanced knowledge of computerised accounting including systems, methodologies, techniques and technology ▪ Advanced Microsoft Outlook, Access, Excel and Word skills. ▪ Demonstrated experience in a range of financial management software ▪ Able to provide high quality individual assistance to end-users at levels and ability ▪ Knowledge of Payroll systems and processes ▪ Able to assist end-users to make more effective use of Information Technology ▪ Knowledge and experience in operating integrated accounting software