

POSITION DESCRIPTION	
Job Title	Senior Financial Accountant
Tenure / Hours	Permanent, part-time, 0.75 FTE to 0.9 FTE
Responsible to	Finance and Operations Manager
Responsible for	N/A
Position purpose	The Senior Financial Accountant provides technical accounting expertise, financial reporting, consolidation, and analytical capability to support the finance function and the wider work of the PCANZ Assembly Office. The role is responsible for preparing high-quality, decision-useful financial information, supporting and enhancing budgeting and forecasting processes, leading the annual group consolidation, and providing specialist accounting advice and support to internal stakeholders, congregations, and presbyteries. The position plays a key role in maintaining compliance with financial reporting and other compliance obligations, coordinating and supporting audit processes, maintaining the integrity of financial systems and controls, and ensuring sound financial stewardship across the organisation.
Date	August 2026

THE PRESBYTERIAN CHURCH OF AOTEAROA NEW ZEALAND

The Presbyterian Church of Aotearoa New Zealand (PCANZ) believes it is called by God to work with others in making Jesus Christ known. The Presbyterian Church has been in New Zealand for more than 160 years, and today we face an environment as challenging as that faced by the early settlers in 1840. We have a strategy that recognises that our society has changed, and we must change with it while retaining our belief in the transforming power of Christ.

FUNCTIONAL RELATIONSHIPS

The role requires positive, respectful, and constructive working relationships with colleagues, congregations, presbyteries, governance bodies, and external stakeholders.

Internal to PCANZ	External to PCANZ
- Finance and Operations Manager - Finance Administrator - Assembly Executive Secretary - Core Leadership Team - Resource Sub Committee - Audit and Risk Committee - Cost Centre Managers - Assembly Office staff	- Congregation and presbytery treasurers - Auditors - Investment and banking providers - External service providers - Regulatory agencies and professional advisors

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KEY RESULT AREAS

The position of Senior Financial Accountant encompasses the following major functions or key result areas:

- Financial Reporting and Month-End Accounting
- Budgeting, Forecasting, and Financial Analysis
- Group Consolidation
- Stakeholder Support and Advice
- Compliance, Audit, and Continuous Improvement

The requirements in the above Key Result Areas are broadly identified below:

YOU ARE ACCOUNTABLE FOR	SUCCESS IN THIS AREA LOOKS LIKE
Financial Reporting and Month-End Accounting	
• Prepare monthly journals, including depreciation, fixed asset, accrual, and adjustment journals. • Complete month-end reconciliations and ensure the integrity of financial records. • Prepare monthly management reports and investigate significant variances. • Lead or significantly contribute to year-end accounting processes, including reconciliations, working papers, disclosures, and financial statement preparation. • Support the preparation of annual reports, including Statement of Service Performance reporting. • Maintain the integrity of the general ledger, chart of accounts, and financial reporting structures. • Review accounting treatments, ensure compliance with applicable accounting standards, and provide technical guidance on complex and non-routine accounting matters.	Month-end accounting and financial reporting processes are completed efficiently and to a consistently high standard. Journals, reconciliations, management reports, disclosures, and financial records support reliable management, governance, and statutory reporting. Variances are investigated appropriately, financial records are maintained with integrity, and reporting complies with applicable accounting standards, organisational policies, and annual reporting requirements.
Budgeting, Forecasting, and Financial Analysis	
• Prepare and maintain budget workbooks and supporting financial schedules. • Support and contribute to the annual budgeting process and distribution of budget information to cost centre managers. • Monitor financial performance and provide analysis and recommendations to management and governance. • Provide financial modelling, trend analysis, and scenario analysis to support strategic decision-making. • Identify emerging financial risks and opportunities and bring these to management's attention.	Budget workbooks, financial schedules, estimates, and projections are prepared accurately, clearly, and within agreed timeframes. The annual budgeting process is well supported, with cost centre managers receiving the information they need to understand and manage their budgets. Financial performance is monitored carefully, analysis is meaningful and timely, and recommendations support sound management and governance decision-making. Funding allocations, Assembly Assessment, Cooperating Venture levies, and related calculations are completed consistently, transparently, and in line with agreed processes.

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YOU ARE ACCOUNTABLE FOR	SUCCESS IN THIS AREA LOOKS LIKE
Group Consolidation	
• Lead the annual consolidation process. • Develop and maintain consolidation timetables, templates, and guidance material. • Review submitted financial information for accuracy and completeness. • Prepare and process consolidation journals and elimination entries. • Maintain consolidation workpapers and audit documentation. • Coordinate auditor requests and support the audit process. • Provide technical accounting guidance to consolidated entities regarding reporting requirements and accounting treatments. • Contribute to ongoing improvements to consolidation methodology and processes.	The PCANZ Group consolidation process being planned, coordinated, and completed accurately, efficiently, and within required timeframes. Consolidated financial statements, consolidation journals, elimination entries, workpapers, and audit documentation are prepared to a high standard and in line with statutory and accounting requirements. Communication with consolidated entities and auditors is clear and timely, information is reviewed carefully, issues are followed up appropriately, and the consolidation process continues to improve in reliability, consistency, and ease of use.
Stakeholder Support and Advice	
• Serve as a key contact for accounting, finance, payroll, and financial management queries. • Provide technical accounting advice to internal stakeholders, congregations, and presbyteries. • Prepare and contribute to financial guidance, newsletters, and educational resources for treasurers and finance volunteers. • Build positive working relationships across the organisation and wider Church network. • Prepare financial reports, analysis, and supporting papers for governance bodies. • Translate complex accounting and financial matters into practical advice for non-financial audiences. • Provide financial commentary and recommendations to support leadership and governance decision-making.	Financial advice and support being provided in a clear, accurate, timely, and helpful way to internal stakeholders, congregations, presbyteries, governance bodies, and wider Church groups. Accounting, finance, payroll, and financial management queries are responded to appropriately, with technical information translated into practical guidance where needed. Financial reports, analysis, guidance material, and supporting papers are well prepared, easy to understand, and support informed decision-making. Requests relating to Assembly Assessment, Cooperating Venture levies, and other finance-related matters are assessed consistently and fairly, and positive working relationships are built and maintained across PCANZ and the wider Church network.
Compliance, Audit, and Continuous Improvement	
• Support external audit processes. • Prepare audit schedules, reconciliations, and supporting documentation. • Support the development, implementation, and review of finance policies, procedures, and internal controls. • Provide senior accounting support and business continuity across key finance functions, helping maintain continuity and resilience of critical financial processes.	Audit, compliance, and key finance processes being well supported, clearly documented, and completed to a high standard. Audit schedules, reconciliations, supporting documentation, policies, procedures, and internal controls are accurate, accessible, and maintained in a way that supports accountability and good financial management. Critical finance functions are supported with appropriate senior accounting input, helping maintain continuity, resilience, and institutional knowledge across the team. Opportunities to improve financial systems, reporting processes,

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YOU ARE ACCOUNTABLE FOR	SUCCESS IN THIS AREA LOOKS LIKE
- Develop and maintain finance documentation, process guides, and institutional knowledge to support continuity and organisational resilience. - Monitor compliance with relevant accounting standards, financial policies, and statutory obligations. - Identify control weaknesses, process risks, and improvement opportunities, and recommend or implement practical solutions. - Identify and implement improvements to financial systems, reporting processes, controls, and data quality to support reliable financial information and operational efficiency.	controls, documentation, and operational efficiency are identified and progressed, and finance-related projects and organisational initiatives are supported constructively as required.
Teamwork	
Working together as part of a team to meet the requirements of your role.	Contributing positively to the team by sharing knowledge and ideas, communicating openly and respectfully, showing initiative, supporting team objectives, and responding constructively to change.
Professional Development – self	
Identifying areas for personal and professional development.	Actively identifying development needs, discussing them with your manager, and taking responsibility for building and applying new skills in your role.
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with PCANZ's health and safety policies, procedures, and systems.	Understanding and meeting PCANZ's health, safety, and wellbeing obligations, working safely, and encouraging others to take a safe and responsible approach to their work.
Other Duties	
- From time to time, you may be required to undertake duties in addition to those outlined but which fall within your capabilities and experience. - Looking for opportunities to improve systems, processes, and work practices, both within your own areas of responsibility and across the organisation.	Responding positively to requests for support, showing flexibility and willingness, and contributing ideas that improve systems, processes, and ways of working.

NOTE: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between you and your manager as part of the performance development process.

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PERSON SPECIFICATION

This section outlines the qualifications, experience, skills, and personal qualities required to perform the role effectively. This does not necessarily reflect what the current job holder has. This may be a combination of knowledge, experience, qualifications, equivalent learning through experience, key skills, attributes, or job-specific competencies.

	Essential	Desirable
Education and Qualifications	- Chartered Accountant (CA), CPA, or equivalent professional accounting qualification. - Relevant tertiary qualification in accounting, finance, or a related discipline.	
Knowledge, Skills and Experience	- Significant experience (typically five years or more) in financial accounting and reporting, including responsibility for preparing financial statements, supporting audits, and providing technical accounting advice. - Strong technical accounting knowledge, including financial reporting, consolidations, audit requirements, and the application of accounting standards to complex or non-routine transactions. - Strong general ledger, reconciliation, month-end, and year-end accounting experience. - Experience in preparing budgets, forecasts, financial analysis, and management reporting. - Experience developing or improving financial controls, processes and reporting frameworks. - Advanced Microsoft Excel, financial modelling, and data analysis skills. - Experience with Xero or equivalent accounting systems. - Ability to interpret, analyse, and communicate financial information effectively to non-financial audiences. - Strong attention to detail, sound judgement, and commitment to accuracy.	- Consolidation experience involving multiple reporting entities. - Experience within the not-for-profit, charity, church, or public benefit entity sectors. - Knowledge of PBE accounting standards.
Personal Qualities	- Demonstrates integrity, discretion, and sound personal judgement. - Warm, respectful, and approachable, with the ability to build trust across the Church. - Works collaboratively and constructively within a small national office team. - Reliable, self-managing, and able to follow through on agreed responsibilities. - Communicates clearly, professionally, and with care. - Shows initiative and a willingness to adapt, learn, and improve. - Comfortable working in a Church context and in a way that supports the ethos, values, and mission of PCANZ. - Respects and supports the bicultural and multicultural context of PCANZ. - Able to remain calm, focused, and well organised when managing competing priorities.	

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Presbyterian Church of Aotearoa New Zealand

- Committed to providing responsive, practical, and high-quality service to the wider Church.

CHANGES TO POSITION DESCRIPTION

From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of your formal performance and development discussions.

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