



Financial Accountant

Job Description

This document provides a job description for the Financial Accountant for The Headwaters.

The Headwaters

The Headwaters is the name of the organisation that acts as the umbrella for two current businesses:

1. **Mrs Woolly's General Store**, and
2. **Camp Glenorchy** (New Zealand's first Net Zero Energy range of visitor accommodation) and **Mrs Woolly's Campground** (for tents and campervans during the summer season).

The Headwaters seeks to serve as a sustainable tourism company. The name was inspired by the location of the business at the merging of the Rees and Dart Rivers, where they enter the northern tip of Lake Wakatipu in the township of Glenorchy. The Headwaters is unique in that all profits from the operation will be directed into the Glenorchy Community Trust. The Trust is directed by members of the Glenorchy community to benefit our neighbours and local landscape.

The overarching goal for The Headwaters project is to create experiences that “educate, inspire and delight” visitors. We desire to create warm and welcoming spaces in the general store, Camp Glenorchy cabins and overnight accommodations.

- **The Headwaters Mission** – Providing warm, welcoming experiences that delight and inspire our guests to make healthy, creative and sustainable choices in their lives.
- **The Headwaters Vision** – Creating a thriving, regenerative business that is environmentally and financially sustainable, and that gives back to the local community and larger world.
- **The Headwaters Values** – Beauty matters, our Choices matter, our Hearts guide us, we are always Learning, and Respect is essential. We empower staff to create a positive experience for all guests who come to visit us in Glenorchy.

The Headwaters consists of two distinct business units. This role will support both business units.

Camp Glenorchy

The sustainably designed cabins and the Homestead Building at Camp Glenorchy have been built with the highest green standard in the world, The Living Building Challenge. Camp Glenorchy provides guests with first-hand experiences that showcase water and energy conservation, art and beauty in a world-class natural setting. Camp Glenorchy seeks to inspire visitors to try similar conservation and design ideas in their own homes and communities. The goal is to 'educate, inspire and delight,' guests with aspects of energy use and solar generation, waste water processing and rainwater collection, and to celebrate the natural and cultural environment through use of healthy construction materials, native landscape restoration and creative arts and crafts from New Zealand. Camp Glenorchy is a "living laboratory" that measures the performance of a wide range of carefully selected sustainable building systems. While the systems built at Camp Glenorchy immediately benefit the environment and our guests, the goal is that the buildings will inspire national and international tourism businesses, architecture, design and building communities to move towards more sustainable design and construction.

Mrs Woolly's General Store

Mrs. Woolly's General Store offers healthy chef-made takeaway foods for picnics and hikes, fresh organic groceries, unique artisan-made gifts from NZ and around the world, as well as outdoor camping gear, clothing, kitchenware and hardware. Located at the entry to the rural township of Glenorchy, Mrs. Woolly's General Store also offers healthy quick snacks, coffee to go, and the homemade Full Monty gelato sundae. The store contains a handpicked cornucopia of the best gifts in New Zealand. We also take seriously the idea of being a general store that provides basics year-round, especially for the local community. We provide our customers with items they may have forgotten while on the road so that they can focus on the beauty of life in Glenorchy.

Position Reports to: Managing Director of The Headwaters

Direct Reports: Finance Administrator

Responsibilities

The Financial Accountant manages financials for The Headwaters, a triple-bottom-line business focused on financial, environmental and community sustainability, and designed to benefit the community. Provides financial information to management by producing, researching and analysing accounting data; preparing reports. Unique opportunity to be part of a management team of a hospitality, retail, food and tourism business in Glenorchy, New Zealand.

Internal Working Relationships With:

Founders Debbi and Paul Brainerd
Camp Glenorchy General Manager
General Store General Manager
Director of Marketing and Communications
Finance Administrator

Job Duties

- Prepares asset, liability, and capital account entries by compiling and analysing account information
- Develops and maintains financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
- Develops, monitors and reports on budgets and financial performance
- Documents financial transactions by entering account information
- Recommends financial actions by analysing accounting options
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statements and other reports
- Substantiates financial transactions by reviewing source documents
- Maintains accounting controls by preparing, recommending and monitoring policies and procedures
- Maintains financial security by following internal controls
- Guides clerical accounting staff, coordinating activities and answering questions
- Reconciles financial discrepancies by collecting and analysing account information
- Prepares payments by verifying documentation, and requesting disbursements
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations
- Complies with financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- Prepares special financial reports by collecting, analysing, and summarizing account information and trends
- Maintains customer confidence and protects operations by keeping financial information confidential
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies
- Contributes to teamwork by accomplishing related results as needed

Accountant Skills and Qualifications

- Must have Chartered Accountant and relevant graduate qualification in finance and business management
- Minimum of 4-6 years generalist accounting experience
- Accounting software experience required, preferably XERO
- Experience in tourism and/or hospitality industries preferred
- Familiarity with charitable organisation regulations is a plus

- Must have thorough understanding of NZ tax compliance
- Familiarity with payroll review and processing
- Experience in business start-ups and computer systems implementation a plus
- Previous engagement with charitable or community-building organisations is a plus
- Transportation to or living arrangements in Glenorchy
- Legally able to work permanently in New Zealand.

Personal characteristics

- Strong business acumen
- Enjoys being part of an innovative start-up business that is growing rapidly
- Open-minded, warm and genuine
- Well-developed communication skills, both written and verbal
- Customer service focus
- Enjoys working as part of a team and a passion for creating an open, transparent, collaborative work environment to achieve business goals
- Enthusiastic about The Headwaters' mission to serve the community

To Apply

Please submit your resume, salary needs and cover letter outlining why you are interested in the position in by e-mail to: Katherine@TheHeadwaters.co.nz, or by mail to: Katherine James Schuitemaker, The Headwaters, 64 Oban St, Glenorchy 9372, New Zealand.

Closing date for applications is 17th August 2018.