

Position Description: Accountant

Directly responsible to:

Finance Manager

Directly responsible for the functions:

- Accountant for B+LNZ cost centres
- Accountant for Pastoral Greenhouse Gas Research Consortium (PGgRc)
- B+LNZ Fixed assets and reporting
- Accounting administration support
- Support of finance systems and processes

Our Vision

Thriving sheep and beef farmers, now and into the future.

Strategic priorities:

Championing farming excellence – On-farm extension focused on enhancing productivity, productivity and sustainability; Investing in research and innovation to solve sector production challenges.

Advocacy – Championing farmers' interests; Shaping the future domestically and internationally.

Energising the sector – Leading, building trust, reputation and confidence; Proudly celebrating sheep and beef farming.

Position purpose

To support the functions of Beef + Lamb New Zealand Limited (B+LNZ) by providing efficient and effective accounting support for B+LNZ and its subsidiaries and any other organisations as required.

To be responsible for the functions of Pastoral Greenhouse Gas Research Consortium (PGgRc) and provide support to other subsidiaries and associated companies and any other organisations as required, by providing efficient and effective accounting services.

Values

*What we believe.
The essence of B+LNZ*



Positivity and
Confidence

Fronting up

Caring about
quality and impact

Pushing
boundaries

All voices
count

Key accountabilities

Accounting and Advisory Services
 Capital Reporting and Fixed Assets (B+LNZ)
 Systems and Finance Support
 Statutory Reporting and Budgeting

Compliance
 Personal, team and project-based contribution
 Health & Safety

Key accountabilities

Job holder is successful when

1. Accounting and Advisory Services

Providing efficient and effective accounting services to the entities as agreed.

Monthly management reports are provided to assigned B+LNZ budget managers and PGgRc.

B+LNZ

- Monthly reports are provided to budget managers. Results analysed.
- Month end journals and offshore expenses completed within expected timeframes.
- Excellent understanding of the YTD results, budgets, forecasts for year-end specific business units. Comments received feed into board commentary.
- Advice is accurate and timely. Managers satisfied with level of service.
- Proactively managing relationships with the various business groups and understanding their business areas.
- Assist Operations Accountant with finance papers.
- Information as required is provided to external auditors in timely and correct manner.
- Balance sheet reconciliations are robust and timely.
- Reconciliation of levies between ledger and Ministry of Primary Industries payments is reviewed in a timely manner and outstanding issues followed up promptly and escalated to manager.

PGgRc

- Financial statements are accurate and timely.
- Monthly reconciliations and review of transactions completed as required.
- Monthly reports prepared as required for manager and external partners.
- Patent schedule prepared and completed for tax purposes.

2. Capital Reporting and Fixed Assets (B+LNZ)

Maintain asset register and accounting entries.

Annual budget.

- Liaise with Capex managers monthly to ensure the capital reporting and fixed assets maintenance is timely and accurate.
- Assets processed on a timely basis. Initiate audit of fixed assets annually and reconcile sub ledger to general ledgers monthly. Monthly depreciation/amortisation is run.
- Capital and depreciation/amortisation budgets are completed alongside Capex managers.

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Key accountabilities	Job holder is successful when
<p>3. Systems and Finance Support <i>Keep abreast of updates required.</i></p>	<ul style="list-style-type: none"> • BC and Jet reports are maintained. • Assistance with system upgrades or issues where necessary. • Business continuity procedures for own position are updated at least annually.
<p>4. Statutory Reporting and Budgeting <i>Preparation and assistance with cost centre annual budgets and forecasting.</i> <i>Prepare annual accounts for PGgRc and B+LNZ and liaise with external auditors.</i></p>	<ul style="list-style-type: none"> • Assistance with budgets for allocated B+LNZ cost centre are prepared in accordance with the timetable. • Budget completed for PGgRc annually as required. • Annual accounts completed for PGgRc annually as required.
<p>5. Compliance <i>Keep abreast of legislative changes.</i> <i>External audit is supported for B+LNZ and PGgRc.</i></p>	<ul style="list-style-type: none"> • GST and FBT returns reviewed for reasonability. • Assist with annual audit and queries from external auditor are managed. • Changes in legislation or accounting standards that may impact on the entities are considered. • Statistics NZ surveys completed.
<p>6. Personal, team & project-based contribution <i>The Accountant will contribute to their own professional development, and organisational and team projects as required, to meet the priorities and needs of the business.</i></p>	<ul style="list-style-type: none"> • Personal and professional development is proactively managed to meet the current and emerging capability needs of the role and the organisation, whilst supporting personal growth. • Where delegated, opportunities to represent the team in cross-organisation projects or committees are undertaken. • Team mates, project leads and members and others value the contribution, expertise and professionalism of the employee.
<p>7. Health & Safety (“H&S”) <i>The Accountant will proactively engage in in all areas of health, safety and wellness of the organisation and industry.</i></p>	<ul style="list-style-type: none"> • Shows responsibility for own health, safety and wellbeing, is proactive in own actions to keep self and others safe and cooperates with local workplace safety management practices, policies and procedures that support a healthy, safe and well culture. • Report any accidents or incidents as soon as possible through Auditz, B+LNZ’s safety management system, or to your manager.

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Key relationships

Key external relationships

Suppliers, Inland Revenue Department, External Auditors, MPI

Key internal relationships

Cost centre managers, subsidiary/consortia manager

Location

Wellington

Hours

3Full time - core business hours are Monday – Friday 8.30 – 5.00pm.

The incumbent may be required to work outside these hours from time to time.

DATED: March 2026

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**BY FARMERS.
FOR FARMERS**

PERSON SPECIFICATION: Accountant

Technical knowledge + expertise

- Excellent computing skills
- Excellent Excel skills
- Sound knowledge of databases/finance systems
- Ability to meet deadlines
- Excellent attention to detail and quality control

Education + experience

- Relevant tertiary level accounting qualification
- Studying towards CA or similar
- Minimum of 3 years' experience in general accounting role

Communication, collaboration + relationships

- Builds appropriate rapport and maintains relationships with all people, up, down and sideways, inside and outside the organisation and across a variety of functions and locations
- Adjusts communication content and style to meet the needs of the audience
- High level of competence in verbal and written communication in a variety of settings
- Provides timely and helpful information to others and keeps people informed
- Is seen as a team player, who is cooperative, contributes ideas and encourages and initiates collaboration

Customer orientation

- Does everything with the best interests of the customer, farmer, stakeholder or sector in mind
- Has a clear understanding of other groups' business priorities and how you can impact them
- Is dedicated to meeting the needs of internal and external customers
- Able to stand in customers' shoes, show empathy and uncover their needs and experiences
- Communicates ideas and solutions and brings the customer along on the journey
- Builds trust and respect over time as delivers on promises

Drive + results focused

- Works independently/autonomously, managing own time, priorities and deadlines effectively with the flexibility and adaptability to attend to urgent and unscheduled tasks
- Able to manage workload, tasks and priorities effectively and can be counted on to deliver agreed outputs
- Shows initiative, is proactive and able to self-direct

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**BY FARMERS.
FOR FARMERS**

PERSON SPECIFICATION: Accountant

Personal attributes

- A champion of the culture of the organisation
- Adheres to and promotes the core values of the organisation
- Has a personal commitment to personal excellence; displays honesty, integrity, and a strong sense of ethics in all decisions and actions
- Instils trust, keeps confidences and honours commitments
- Intuitively knows what is right and will do the right thing when no-one is looking
- Must have a strong commitment to furthering the success and prosperity of the New Zealand sheep and beef industry
- Establishes an environment of respect and trust when working to advance cross cultural understanding
- A willingness to develop and apply a growing understanding of Te Ao Māori, tikanga, and Te Reo with their work

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