

**APPENDIX ONE:**  
Job Description



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POSITION TITLE:	Financial Accountant
LOCATION:	Finance, Head Office
REPORTS TO:	Finance Manager

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## POSITION SUMMARY

The position of Financial Accountant is based in Head Office and is responsible for the preparation of timely and accurate internal and external financial statements for the wider Craigs Investment Partners group and associated companies.

Other critical elements of the position include ensuring the taxation obligations of the relevant companies are managed to a high level, providing assistance with preparation of the annual operating budgets and liaison with external auditors.

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## KEY RESPONSIBILITIES

- The timely and accurate preparation and distribution of monthly, quarterly and annual financial statements and reports for subsidiary and associated entities of Craigs Investment Partners Limited.
- Financial statements that comply with applicable standards, trust deeds and statutory regulations.
- Preparation and filing of company taxation obligations.
- Assistance in preparation of annual operating and capital budgets.
- Liaison with external audit staff.
- Monthly reconciliation of all key general ledger accounts.
- Contributing to the development of accounting policies, systems and procedures.
- Preparation and further development of ad hoc and structured reporting to the business as required.

## GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification of disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

## PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"><li>• Tertiary qualification in a finance or business related discipline</li><li>• Chartered Accountant (CA) membership with CAANZ</li></ul>
Knowledge/Experience	<ul style="list-style-type: none"><li>• Previous experience in a similar position (desirable)</li><li>• Previous experience in a financial services business</li></ul>
Key Skills and Attributes	<ul style="list-style-type: none"><li>• Excellent time management and organisational skills</li><li>• Ability to communicate with staff at all levels of the organisation</li><li>• High level of accuracy and attention to detail</li><li>• Intermediate Microsoft Excel user</li><li>• Self-starter with the ability to show initiative</li></ul>

## NZX RULES REFERENCED WITH LEGISLATION AND POLICY

	<b>NZX PARTICIPANT RULE</b>	<b>LEGISLATION</b>	<b>CIP POLICY</b>
3.24	Market Participants – Information Barriers	Financial Markets Conduct Act 2013	Chinese Walls Policy
9.2	Client Advising – Required Client Information	Anti-Money Laundering and Countering the Financing of Terrorism Act 2009	Anti-Money Laundering
8.1	General Obligations - Conduct of Market Participants and Advisers	Code of Professional Conduct for Financial Advice Services	Code of Conduct
8.3	General Obligations - Confidentiality of Information	Privacy Act 2020 Code of Professional Conduct for Financial Advice Services	Code of Conduct Confidentiality Policy Privacy Policy
9.1	Client Advising - Duty of Care	Code of Professional Conduct for Financial Advice Services	Code of Conduct
15.10	General Trading Obligations - Conflict Management Procedures		Conflicts of Interest Policy Vulnerable Clients Policy
10.2	Trading - General Obligations - Market Manipulation	Financial Markets Conduct Act 2013	Code of Conduct Insider Trading Policy
15.6	General Trading Obligations - Suspected Insider Trading		
15.7	General Trading Obligations - Client Complaints	Code of Professional Conduct for Financial Advice Services	Complaints Handling and Disputes Resolution Policy
21.7	NZX Powers - Market Participants Obligation to Report	Protected Disclosures Act 2000	Whistle Blowing Policy Breach and Incident Policy
10.5	Trading - General Obligations – Prescribed Person Trading	Financial Markets Conduct Act 2013	Employee Trading Policy

The NZX Participant Rules can be found electronically at the following address -

<https://www.nzx.com/regulation/participant-rules>

CIP policies can be found on the Staff Intranet.