CENTRALINES LIMITED

OUR PEOPLE | OUR POWER

Position Description

Position title:	Financial Accountant – Fixed Term	**Created:**	October 2026
Division:	Centralines Ltd - Corporate	**Location:**	Waipukurau
Reports to (title):	Finance Manager – Centralines	**Salary Band:**	G
Organisation function:	Centralines Limited is an electricity distribution business covering Central Hawke's Bay. The Centralines network has over $120 million worth of assets, is 1,800km in length, and is responsible for distributing electricity from Transpower's national grid to approximately 9,500 electricity consumers. We have a staff of qualified professionals who are skilled in the following areas: • Network Design • Project Management • Asset Recording • Cable Location • Power Line Audits, and Power Line Upgrades • Energy Retailers metering works • Tree Trimming and Removal • Fibre Optic Installation • Trenching • Traffic Management		
Prime function / Purpose of Position:	The Financial Accountant supports the Finance Manager in delivering accounting, financial reporting and taxation functions for the Centralines Group. The role contributes to meeting statutory and legal obligations and maintaining prudent financial management and stewardship in accordance with Centralines' policies and procedures.		
Employee Supervision:	**Direct:** 0 **Indirect:** 0		
Cost Centre Budget:	Cost Centre budget responsibility	$ Nil	
Delegated Financial Authority:	Maximum purchasing authority per item (Opex)	$ Nil	
	Maximum purchasing authority per item (Capex)	$ Nil	
Key stakeholder relationships and linkages:	**Internal** • General Manager Centralines • Finance Manager – Centralines • Operations Manager – Centralines • Centralines Administration and Support Staff	**External** • Members of the public • External Contractors • Local & Neighbouring Authorities	

Key Responsibilities:

The Financial Accountant supports the Finance Manager through the following key responsibilities:

Accounting

- Prepare monthly management accounts, revenue and expense variance analysis, and capital expenditure reports.
- Prepare cost accounting and profitability analysis as required.
- Prepare analysis and reporting to cost centre managers on the trends and variances in monthly performance and KPI reports.
- Prepare general ledger reconciliations and clear suspense accounts on a timely basis, escalating unresolved items to the Finance Manager.
- Assist the Finance Manager in preparing the annual operational budgets and revised forecasts.
- Assist in the preparation of the annual and interim financial statements within agreed Company and Group timeframes.
- Support the Finance Manager in meeting applicable tax obligations by preparing tax information and assisting with compliance requirements.
- Review creditor run batches ensuring accuracy of creditor run and adequate approval of expenditure.
- Provide financial information, analysis and advice to management as required.

General

- Undertake project work assigned by the Finance Manager.
- Undertake other duties reasonably required from time to time.
- Provide cover for other members' of the Finance team as required.

Health & Safety:

Comply with the Company's Health and Safety requirements and in particular:

- Ensure that no action or inaction on your part while at work, harms any member of the public or damages their property;
- Ensure safety to members of the public, and their property, by following all company policies, procedures and promptly reporting public safety issues;
- To follow the safe working practices set out in the Safety Manual - Electricity Industry (or its revised equivalent);
- Ensure your own safety at work;
- Ensure that no action or inaction on your part while at work, harms any other person;
- Report any hazard identified within the workplace or arising out of the work;
- Report and record injuries/illnesses arising out of the work or the work environment; and
- Participate in emergency drills and training sessions in occupational safety and health, as required.

	Essential:	**Desirable:**
Formal Education & Training:	• Tertiary qualification in accounting or commerce. • Chartered Accountant	
Experience (Years & Type):	• Minimum 2 years' experience in an accounting function. • Experience in the preparation of financial and management reports and presenting these to stakeholders	• Experience working in a utility environment.

Competency Requirements
• Committed to living and role modelling the Company values of Safety, Teamwork, Openness, Integrity and Passion. • Committed to supporting the Company in achieving our vision • Good organisational and time management skills. • Excellent communication skills, both written and oral. • Ability to work well as part of a team. • Ability to self-manage and work to deadlines. • Flexibility and capacity to learn new skills, procedures and apply new techniques. • A focus on detail and ability to work methodically. • Desire to deliver high quality service in a pleasant and cooperative manner. • Exhibit a sense of urgency when dealing with operational matters. • A high level of computer literacy, including advanced skills in Microsoft Office Suite.

Compliance Requirements	
Business Compliance:	Ensure a sound understanding of, demonstrate commitment to and comply with all legislation and Centralines / Unison Policy relevant to your role and all activities undertaken in that role.
Health and Safety:	Undertake all work in a safe manner and follow all company and workplace health and safety procedures.