

DAIRYNZ Position Description

Senior Project Accountant

Position

Position Title: Senior Project Accountant
Direct Report: Nil
Budget: Nil
Management Position: No

Reports to: Financial Controller
Career Level: Specialist
Revenue: Nil
Delegated Authority: Nil

Purpose of DairyNZ

Our Purpose: ***Progressing a positive future for New Zealand dairy farming.***

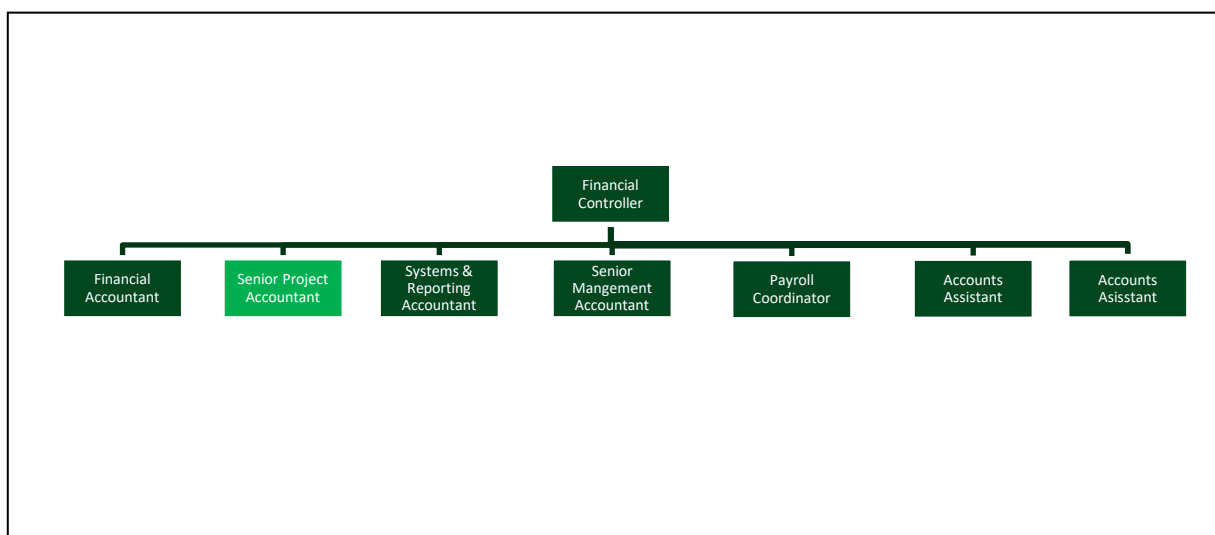
That's why we exist for farmers, working along them and others to leverage our collective strength and create purposeful change.

Purpose of the position

Reporting to the Financial Controller, the Senior Project Accountant plays a key role in ensuring the financial integrity and commercial success of DairyNZ's complex, multi-year projects. DairyNZ leads multiple programmes spanning up to 7 years in duration. Each programme involves 3-5 funders, with a budget in the magnitude of \$10- \$30M per programme. In addition, each programme involves subcontracting, in-kind contributions from both organisations and farmers and DairyNZ resources.

This role is responsible for delivering accurate project accounting, financial reporting, budgeting, and forecasting. The Senior Project Accountant also contributes to the development of robust business cases, offering commercial insight and constructive challenge to support sound decision-making.

Team organisation chart



Key position deliverables

Key deliverables of the role to be reflected in the Performance Agreement and Individual Performance Targets.

Key Performance Requirement:	Key Indicators:
Project Financial Management	<ul style="list-style-type: none"> • Perform end-to-end financials for multiple projects, including budgeting, forecasting, and variance analysis. • Ensure accurate cost tracking, revenue recognition, and financial reporting aligned with project milestones.
Business Case development	<ul style="list-style-type: none"> • Collaborate with cross-functional teams to develop robust business cases for new projects, investments, and strategic initiatives. • Conduct financial modelling, scenario analysis, and ROI assessments to support decision-making.
Commercial Support	<ul style="list-style-type: none"> • Provide financial input into commercial negotiations, pricing strategies, and contract reviews. • Monitor commercial performance and identify opportunities to enhance profitability and efficiency.
Strategic insight	<ul style="list-style-type: none"> • Deliver actionable insights and recommendations to project managers and senior leadership. • Support long-term planning and portfolio analysis through data-driven financial analysis.
Governance and compliance	<ul style="list-style-type: none"> • Ensure compliance with policies, accounting standards, and regulatory requirements. • Support internal and external audits with accurate documentation and reporting.
Management and Financial Reporting and Analysis	<ul style="list-style-type: none"> • Prepare regular financial reports for management and stakeholders • Provide insights into the financial performance and position for stakeholders • Analyse financial performance against budget and forecasts • Prepare Board and management reports – provide insights into the group's financial performance

Financial Planning and Budgeting	<ul style="list-style-type: none"> • Assist with budget and forecast preparation - collaborating with stakeholders to develop annual budgets and monthly forecasts • Monitoring budget and forecast performance - analyse deviations from planned targets • Provide financial recommendations – offer insights and recommendations to improve budget and forecast management and financial performance
Other Responsibilities	<ul style="list-style-type: none"> • Other ad-hoc tasks
How We Work	<ul style="list-style-type: none"> • Support and role model DairyNZ values and principles: Connected, Curiosity, Courage and Credibility. • Understand and adhere to company policies and guidelines. • Actively support and contribute to DairyNZ organisational culture of one team. • Actively support and encourage continuous improvement to drive our organisation forward. • Strive to provide a safe and healthy workplace • Role model industry safe working practices • Take appropriate action to ensure correction of any condition or practice, which may cause harm to yourself, others or the environment. • Actively promote DairyNZ Health, Safety & Wellbeing Policies and procedures. • Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management. • Comply with legislative requirements and relevant standard

Key relationships

Internal	External
DairyNZ Lead Team	External Funders e.g. MBIE, MPI
DairyNZ Project Managers	External sector commercial organisations
DairyNZ Programme Leads	External and Internal auditors
DairyNZ Operational Teams	

Qualifications and experience

Essential	Preferred
Tertiary Qualification in Accountancy/Finance (CA qualified)	Experience of working with Microsoft 365 Finance & Operations
Excellent project accounting experience (5+ years) across public and private funding models whereby projects and programmes span long periods of time with high needs of transparency on meeting milestones, and outcomes for levy payers.	Experience of working with IBM Planning and Analytics
Excellent written and verbal communication skills	Experience of working with Project Managers, including preparation of business cases
Commercial modelling skills	Advanced excel skills
	Understanding of Project Methodology ideally in the science domain, and/or dairy sector

Job specific & technical competencies

Category	Descriptor/Evidence
INTEGRITY AND TRUST	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
COMFORT AROUND HIGHER MANAGEMENT AND GOVERNANCE	Can deal comfortably with more senior managers; can present to more senior managers and Board members without undue tension and nervousness; understands how senior managers think and work; can determine the best way to get things done with them by talking their language and responding to their needs; can craft approaches likely to be seen as appropriate and positive.
MEASURING AND MANAGING WORK THROUGH MANAGEMENT SYSTEMS	Can design practices, processes, and procedures including management systems which results in successful management, prioritisation and delegation.
BUILDING EFFECTIVE TEAMS	Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; Sets the right level of challenge for the team; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging to the team.
	Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and

COMMERCIAL ACUMEN	organisation; knows the sector or what good business acumen looks like in an organisation; is aware of how strategies and tactics work in the marketplace.
FINANCIAL INFORMATION SYSTEMS	Comfortable and confident in the use of Financial Accounting, Budgeting / Forecasting and Reporting systems. Ability to learn and become comfortable with new technology moving towards standardisation in use.

Career level competencies – Specialist

PROBLEM SOLVING	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
INTELLECTUAL HORSEPOWER	Is bright and intelligent; deals with concepts and complexity comfortably; described as intellectually sharp, capable and agile.
INTERPERSONAL SAVVY	Relates well to all kinds of people – up, down and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
TIMELY DECISION MAKING	Makes decisions in a timely manner, sometimes with incomplete information under tight deadlines and pressure; able to make a quick decision.