

# Contract Accountant



**MASH Trust is an innovative provider of health and disability support services in the lower North Island based in Palmerston North, supporting over 2000 people and whanau.**

|                               |   |
|-------------------------------|---|
| <b>REPORTS TO</b>             | Finance Manager and on occasion the Chief Executive Officer (CEO) or Executive Leadership   |
| <b>DIRECT REPORTS</b>         | Nil   |
| <b>DELIVERY AREA</b>          | Enabling Services   |
| <b>DELEGATIONS</b>            | In accordance with current delegations' policy  |
| <b>HOURS OF WORK</b>          | Full-time (approximately 40 hours per week). Some flexibility in scheduling can be discussed, but availability to meet deadlines and participate in key meetings (especially around month-end or tender deadlines) is expected.   |
| <b>LOCATION</b>               | Based in Palmerston North, Manawatu. Our head office is located on Cuba Street in Palmerston North.   |
| <b>Salary/Rate</b>            | To be determined based on experience.   |
| <b>Start Date</b>             | We are looking to fill this role as soon as possible to kick off the project. The 6-month term will commence on the agreed start date.  |
| <b>BUSINESS GROUP PURPOSE</b> | <p>MASH Trust delivers a range of housing support, community support services, social networking hubs and specialised services for people with disabilities, mental health, addiction and offending across the Central Region.</p> <p>MASH Trust facilitates and actively promotes quality of life by attending to the physical, mental, spiritual, and social health of people, their whānau and their communities.</p>  |
| <b>ROLE PURPOSE</b>           | We are seeking a <b>Contract Accountant</b> for a <b>6-month fixed-term</b> project to develop a <b>comprehensive costing tool</b> that will enhance our decision-making for new business opportunities. This role is a full-time position, <b>based in Palmerston North (180 Cuba Street)</b> . The primary objective is to <b>design and build a robust costing model</b> capturing direct costs, incremental overhead allocations, and target margins for potential new services or tenders. In addition, this accountant will support the Finance Manager by <b>costing real-life tenders</b> during the contract and other duties as agreed. This role is critical to our finance team's journey toward stronger financial planning tools and will help ensure MASH Trust's services remain financially sustainable and impactful. |

## MASH TRUST MISSION

*Working together to achieve great lives*

## OUR VALUES

### Relationships

Build open relationships based on honesty and respect

### Communication

Communicate with an open mind and heart

### Mana

Recognise and promote the mana and strengths of the individual

### Opportunities

Take opportunities to learn and grow together

### Believe

Believe that together we will make a difference

### Fun

Make fun a goal

## KEY RELATIONSHIPS

#### Internal:

- ▶ Senior leadership team and ELT
- ▶ Other MASH Managers and staff
- ▶ Chief Executive Officer (CEO)

#### External:

- ▶ Health New Zealand Te Whatu Ora, The Ministry of Social Development (MSD), Kairanga Ora, professionals and providers
- ▶ Contractors, Suppliers and other stakeholders supporting service delivery

### KEY RESULT AREAS

| KEY RESPONSIBILITIES                          | SUMMARY OF OUTCOMES   |
|---|---|
| <b>Develop a Costing Tool</b>                 | <ul style="list-style-type: none"><li>▶ Design and build a comprehensive financial modelling tool (likely in Excel with possible integration to Power BI/Power Apps) to evaluate new business decisions. The tool must capture all direct costs, apply appropriate overhead loadings, and calculate margins to assess viability of new services or contracts</li></ul>    |
| <b>Cost Analysis for Tenders</b>              | <ul style="list-style-type: none"><li>▶ Use the costing tool (and other financial analysis) to prepare detailed costings for live tenders and funding proposals during the contract period, ensuring that all relevant expenses and a fair share of overheads are included in pricing decisions.</li></ul>  |
| <b>Collaboration &amp; Data Gathering</b>     | <ul style="list-style-type: none"><li>▶ Work closely with the Finance Manager and other stakeholders (e.g. service managers, operations) to gather necessary input data (staffing levels, resource requirements, overhead drivers) for the costing model. Refine the tool's assumptions through feedback and real-world data to ensure accuracy and usefulness.</li></ul> |
| <b>Documentation &amp; Knowledge Transfer</b> | <ul style="list-style-type: none"><li>▶ Document the methodology, assumptions, and usage guidelines for the costing tool. Train finance team members in how to use and maintain the tool for future business case evaluations, ensuring the tool's longevity beyond the contract term.</li></ul>  |
| <b>General Accounting Support</b>             | <ul style="list-style-type: none"><li>▶ You may be required to support the Finance Team with other work but this will be in discussion and agreement with the Executive Director.</li></ul>   |

### REQUIRED COMPETENCIES

A successful Contract Accountant at MASH Trust will demonstrate the following competencies:

|         |                         |   |
|---------|-------------------------|---|
| THOUGHT | <b>Decision quality</b> | <ul style="list-style-type: none"><li>▶ Make sound decisions, even in the absence of complete information.</li><li>▶ Rely on a mixture of analysis, wisdom, experience, and judgment when making decisions</li><li>▶ Consider all relevant factors and uses appropriate decision-making criteria and principles.</li></ul>  |
|         | <b>Business insight</b> | <ul style="list-style-type: none"><li>▶ Know how businesses work and how organisations make money.</li><li>▶ Keep up with current and possible future policies, practices, and trends in the organisation, with the competition, and in the marketplace.</li><li>▶ Use knowledge of business drivers and how strategies and tactics play out in the market and guide actions.</li></ul> |

|                |                                 |   |
|----------------|---------------------------------|---|
|                | <b>Customer focus</b>           | <ul style="list-style-type: none"> <li>▶ Gain insight into customer needs.</li> <li>▶ Identify opportunities that benefit the customer.</li> <li>▶ Build and delivers solutions that meet customer expectations.</li> <li>▶ Establish and maintains effective customer relationships.</li> </ul>  |
| <b>RESULTS</b> | <b>Ensure accountability</b>    | <ul style="list-style-type: none"> <li>▶ Follow through on commitments and makes sure others do the same.</li> <li>▶ Act with a clear sense of ownership.</li> <li>▶ Take personal responsibility for decisions, actions, and failures.</li> <li>▶ Establish clear responsibilities and processes for monitoring work and measuring results.</li> <li>▶ Design feedback loops into work.</li> </ul>   |
| <b>PEOPLE</b>  | <b>Build effective teams</b>    | <ul style="list-style-type: none"> <li>▶ Form teams with appropriate and diverse mix of styles, perspectives, and experiences.</li> <li>▶ Establish common objectives and a shared mindset.</li> <li>▶ Create a feeling of belonging and strong team morale.</li> <li>▶ Share wins and rewards team efforts.</li> <li>▶ Foster open dialogue and collaboration among the team.</li> </ul>   |
|                | <b>Build networks</b>           | <ul style="list-style-type: none"> <li>▶ Build strong formal and informal networks.</li> <li>▶ Maintain relationships across a variety of functions and locations.</li> <li>▶ Draw upon multiple relationships to exchange ideas, resources, and know-how.</li> </ul>   |
|                | <b>Drive vision and purpose</b> | <ul style="list-style-type: none"> <li>▶ Talk about future possibilities in a positive way.</li> <li>▶ Create milestones and symbols to rally support behind the vision.</li> <li>▶ Articulate the vision in a way everyone can relate to.</li> <li>▶ Create organisation-wide energy and optimism for the future.</li> <li>▶ Show personal commitment to the vision.</li> </ul>  |
|                | <b>Communicate effectively</b>  | <ul style="list-style-type: none"> <li>▶ Is effective in a variety of communication settings: one-on-one, small, and large groups, or among diverse styles and position levels.</li> <li>▶ Attentively listens to others.</li> <li>▶ Adjusts to fit the audience and the message.</li> <li>▶ Provides timely and helpful information to others across the organization.</li> <li>▶ Encourages the open expression of diverse ideas and opinions.</li> </ul> |
| <b>SELF</b>    | <b>Instil trust</b>             | <ul style="list-style-type: none"> <li>▶ Follows through on commitments.</li> <li>▶ Is seen as direct and truthful.</li> <li>▶ Keeps confidences.</li> <li>▶ Practices what is preached.</li> <li>▶ Shows consistency between words and actions.</li> </ul>   |
|                | <b>Situational adaptability</b> | <ul style="list-style-type: none"> <li>▶ Picks up on situational cues and adjusts in the moment.</li> <li>▶ Readily adapts personal, interpersonal, and leadership behaviour.</li> <li>▶ Understands that different situations may call for different approaches.</li> <li>▶ Can act differently depending on the circumstances</li> </ul>  |

### Skills and Experience Required

|  |   |
|--|---|
| <b>Costing &amp; Financial Modelling Expertise</b> | <ul style="list-style-type: none"> <li>▶ Demonstrable experience in building financial models or costing tools is essential. Candidates do not need to be Chartered Accountants (CA) but must have a strong background in management accounting or cost accounting. Preference will be given to those who can provide examples of costing projects they have completed (e.g. pricing models, tender costings, budget tools).</li> </ul> |
|--|---|

|  |  |
|--|--|
| <b>Excel Proficiency</b>                 | <ul style="list-style-type: none"> <li>▶ Advanced skills in Microsoft Excel are critical – including use of complex formulas, pivot tables, scenario analysis, and possibly macros or VBA. The role requires building a dynamic model in Excel that is accurate and user-friendly.</li> </ul>  |
| <b>Data Analysis and BI Tools</b>        | <ul style="list-style-type: none"> <li>▶ Experience with data visualization and analysis tools is required. Proficiency in Microsoft Power BI is essential – the ability to create dashboards or reports that illustrate the outcomes (e.g. cost vs revenue projections, margin scenarios) will be valuable. Familiarity with Microsoft Power Apps (or the Power Platform in general) is also essential, as the role may involve creating user input forms or integrating the costing tool into a more automated application interface.</li> </ul> |
| <b>Accounting Systems Knowledge</b>      | <ul style="list-style-type: none"> <li>▶ Experience with modern financial and planning systems is a plus. Workday (financial management or HRIS) and Workday Adaptive Planning (formerly Adaptive Insights) experience would be nice to have – while not mandatory, understanding these systems could help in aligning the costing tool with our existing financial data and budgeting processes <a href="http://www.trustradius.com">www.trustradius.com</a></li> </ul>   |
| <b>Analytical &amp; Detail-Oriented</b>  | <ul style="list-style-type: none"> <li>▶ Strong analytical skills with acute attention to detail. Able to identify cost drivers, apply overhead allocation methodologies, and validate that all relevant costs are accounted for. Should be capable of performing sensitivity analysis and scenario planning within the model.</li> </ul>  |
| <b>Communication &amp; Collaboration</b> | <ul style="list-style-type: none"> <li>▶ Excellent communication skills to explain financial concepts to non-financial staff and to collaborate effectively. The role involves translating operational information into financial data, so the ability to ask the right questions and convey findings clearly is important.</li> </ul>   |
| <b>Self-Management</b>                   | <ul style="list-style-type: none"> <li>▶ Ability to work independently and manage this project from start to finish. Since this is a fixed-term role focused on deliverables, the ideal candidate can set timelines, meet deadlines, and adapt as needed. Being proactive in seeking information and feedback is key.</li> </ul>   |
| <b>Qualifications</b>                    | <ul style="list-style-type: none"> <li>▶ A relevant tertiary qualification in accounting, finance, or a related field is expected. CA/CPA (or equivalent) qualification is not required for this role, provided the candidate has strong proven experience in costing and financial analysis. However, a solid understanding of accounting principles and financial statements is necessary.</li> </ul>  |
| <b>Sector Experience (Desirable):</b>    | <ul style="list-style-type: none"> <li>▶ Experience in the health, social services, or non-profit sector is an advantage. Understanding the funding and cost structure of community services (e.g. government contracts, service delivery costs) will help in building a more effective tool, though it is not a strict requirement.</li> </ul>  |

#### Additional Job Specific Knowledge and Skills:

- ▶ Cultural awareness
- ▶ Drives vision, values and purpose
- ▶ Experience in networking and engaging with a variety of stakeholders across a region
- ▶ Strong communication skills
- ▶ Team building skills
- ▶ Strong organisational skills and time management
- ▶ Proven problem-solving ability
- ▶ Understands MASH Business
- ▶ People and management experience of a service in Health and Disability
- ▶ An understanding of cultural issues, tikanga and te Tiriti o Waitangi and its implications for MASH
- ▶ Knowledge and understanding of the needs of people with disabilities and an empathy for the communities in which MASH operates
- ▶ Ensures accountability
- ▶ Builds strong customer centric solutions

#### Additional Information:

- ▶ MASH Trust is committed to safe recruitment and may require the candidate to undergo reference checks and a police vetting process (given the nature of our services). A valid right to work in New Zealand is required (please note that MASH Trust is **not an Accredited Employer** for immigration purposes, so applicants must have NZ residency or a valid work visa). Standard MASH Trust employment policies and contractor guidelines will apply during the tenure.

#### AUTHORISATION AND ACKNOWLEDGEMENT

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Signing this position description indicates agreement and acceptance of the contents and conditions.

#### Acknowledged/ Accepted:

Employee

Date

Manager

Date