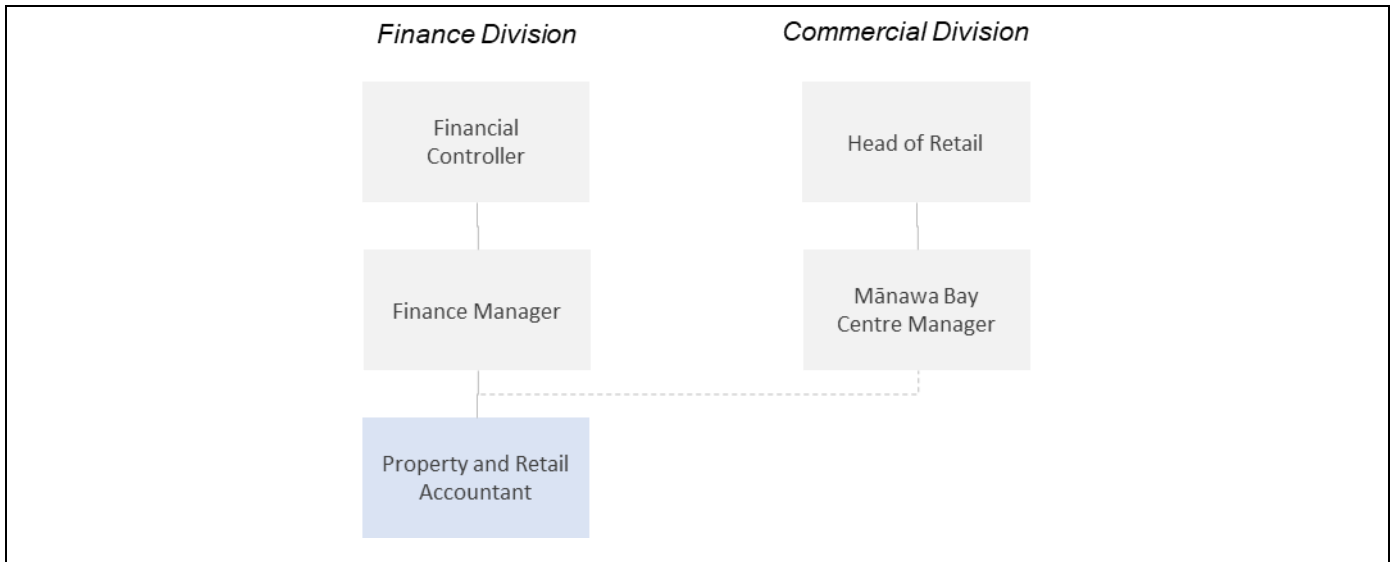


Property and Retail Accountant

September 2024

Reporting Relationship and Location	
Reports to:	Finance Manager, with dotted line to Mānawa Bay Centre Manager
Team Business Unit:	Accounting Finance; Property & Commercial
Purpose	
<p>The purpose of the role is to provide accounting support to the Commercial Team (Property & Commercial) of Auckland Airport, particularly the newly created Mānawa Bay Team. As a standalone function within the Property & Commercial Business Unit, the Mānawa Bay Team has some specific business requirements, particularly in the initial year of operation to assist with the set up and transition to a normal operational model. This role will be a key point of contact for accounting and finance issues for the Mānawa Bay Team.</p> <p>This role will ensure each tenant is set up correctly in JDE, set up systems and processes for month end in conjunction with the Mānawa Bay Team and other members of the Accounting Team. Post opening, this role will accurately capture financial data and report on performance of Mānawa Bay and other assigned properties within Auckland Airport’s wider investment property portfolio.</p>	
Key Accountabilities	
Management and Finance Accounting	<ul style="list-style-type: none"> • Prepare monthly Management Account including P&L performance report • Prepare Opex wash up • Calculate Percentage Rent and Gross Occupancy Cost • Complete month end reporting processes, including Balance Sheet reconciliations • Prepare monthly and annual reports • Complete daily bank reconciliation for Manawa Bay • Ensure Fitout Incentive payment obligations are recorded and accounted for correctly. • Develop and document accounting processes, ensuring consistency and efficiency in financial operations. • Provide financial analysis that assists the business operations and achieving organisational goals. • Support Centre Manager, Finance Manager and Senior management team with ad-hoc financial projects and analysis as needed.
Property Accounting	<ul style="list-style-type: none"> • Develop systems, processes and reporting for Manawa Bay that supports the achievement of financial metrics and reporting as it relates to overall financial and business impact. • Participation in tenancy and leasing discussions as it pertains to impact on financial position and contribute to new revenue opportunities • Manage the lease schedule outlining any major lease variations that will impact monthly billings and financial position

Audit	<ul style="list-style-type: none"> • Prepare audit materials as required by the Finance team for interim and annual audits; and • Liaise with the Finance team on timetable, content and presentation schedule.
Planning	<ul style="list-style-type: none"> • Prepare annual budget and periodic reforecast • Develop performance measures that support AIAL's strategic direction • Continuous improvement to budget allocations, methodology and timetabling
Miscellaneous	<ul style="list-style-type: none"> • Contribute to system and process improvements relevant to Mānawa Bay and other property leases; • Backup support for other accountants and especially in relation to accounting for the wider property portfolio; • Stakeholder management within Centre Management, Tenants and wider Property/Finance teams; and • Other duties reasonably within the capability of the employee may also be required from time to time. The employee's duties may be altered following consultation with the employee. • Maintain up-to-date knowledge of industry trends, accounting standards, and regulatory requirements
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Role model Auckland Airport's commitment to "People First" Health, Safety & Wellbeing approach; • Lead by example, demonstrating and communicating visibly safe work; • Ensure all incidents are reported and investigated in a timely manner to enable continuous learning and improvement; • Consult, engage and communicate within your team and to others, to manage and improve Health, Safety and Wellbeing; and • Understand and communicate the health, safety and wellbeing risks and controls across all the work your team carry out and maintain high levels of risk awareness within your team.
Financial Authority	
<ul style="list-style-type: none"> • No financial authority 	
Structure Chart	



Key Challenges

- Mānawa Bay is a brand-new shopping destination and requires a detail-focused individual who is comfortable taking ownership for outcomes and driving their work to a successful conclusion.
- Challenges and exciting opportunities to take an asset from development phase and transition to opening and ongoing management of the in-life operations and asset management.
- Interpreting complex lease terms to determine the correct lease setup for billing purposes as well as the revenue recognition for both accounting and tax purposes.
- Drive ongoing system improvements in JDE’s real estate accounting and other finance systems to relevant to property management.

Key Relationships

Internal	Purpose of contact with this person/s
<ul style="list-style-type: none"> • Mānawa Bay team • Airport Retail team • Property & Commercial • Other members of Finance team • Sustainability • Health & Safety 	<ul style="list-style-type: none"> • Key point of contact for Finance issues • Internal processes sharing of ideas • Admin process • Finance systems and process • Update any new legislation and or training requirements
External	Purpose of contact with this person/s
<ul style="list-style-type: none"> • Mānawa Bay tenants (on-site managers and staff) • Customers • Suppliers • Auditors 	<ul style="list-style-type: none"> • Preparation of financial information and related queries • General enquiries • Health & safety

Person Specification

Qualifications (or equivalent level of learning)

Knowledge / Experience


Essential	Desirable
<ul style="list-style-type: none"> • CA qualified, or equivalent qualification • 3-5 years' of relevant experience • Demonstrated ability to lead and provide solutions/systems for setting up new business activities; • Previous experience working to deadlines or in a fast-paced environment. • Working with a variety of different people in different positions within companies • Ability to work independently as well as part of a team 	<ul style="list-style-type: none"> • Experience in property accounting, and business administration. • Previous experience in Property or shopping centre environment



Key Skills / Attributes / Job Specific Competencies

Technical skills	Personal competencies
<ul style="list-style-type: none"> • JDE (or similar ERP system) • Coupa (or similar PO / expenses system) • Excel including Microsoft suite • Ability to adapt and learn new systems • Power BI 	<ul style="list-style-type: none"> • Teamwork – ability to work with members of the company to co-ordinate the relevant resources/information into the required actions • Warm personality - strong relationship skills to effectively set expectations (internal, external) • Intelligent and articulate with a track record in solid communication skills (written, verbal, formal and informal) • Proactive and uses initiative to seek relevant and appropriate solutions • Flexible in approach to work to meet the needs of the business • Excellent attention to detail with high level of accuracy • Ability to work on multiple tasks at any one time while maintaining high quality standards • Strong commercial and customer service ethic

Values

Whiria te tangata. Our values weave us together. They're what we stand for, who we are and how we think, feel and act.

 <p>All in <i>Tātou tātou</i></p>	<ul style="list-style-type: none"> • People first • Seek understanding • Acknowledge others • Empathise and support • Diverse & inclusive
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 <p>Know How <i>Kōkiri Tahi</i></p>	<ul style="list-style-type: none"> • Explore and solve together • Curious and open • Bring your voice & share your skills • Unite and collaborate • Right people in the room
 <p>Let's Go <i>Karawhiua</i></p>	<ul style="list-style-type: none"> • Challenge yourself • Take pride • Act with intent and integrity • Keep your word • Deliver excellence

Changes to Position Description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of Auckland Airport's work environment, including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle, or as required.

Sign-Off

Job-Holder	People Leader
Print Name: _____ Sign: _____	Print Name: Sign: _____