



Position Description

Title	Management Accountant
Finance	
Locations:	Christchurch
Reports to:	Head of Financial Performance and Planning
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	April 2025

Overview

Our people manage New Zealand's 30 million square kms of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping and airspace design services. We work with government, regulatory authorities, airlines, airports and the general aviation community to ensure pilots, passengers and goods reach their destination - safely. At Airways, our values underpin all that we do. We value Safety, One Airways, Excellence and Success in all that we do.

Our organisation is made up of operational business groups that are supported by governance and corporate services functions. To learn more about our people and organisational structure, check out www.airways.co.nz/about.

Business Unit Purpose

The Finance Team is responsible for the overall financial management and support processes within Airways, including transaction accounting, financial reporting, general ledger support to business units, financial IT systems and business planning.

Purpose of the Position

The Management Accountant will support the Core Business Partnering Team with the preparation, analysis, and interpretation of financial and operational information for Management. The position will also assist with financial planning and project reporting.

General

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Key Areas of Accountability

Leadership	<ul style="list-style-type: none"> ▶ Promotes the vision of the organisation both internally and externally. ▶ Sets the standard for professional behaviour and excellent work habits that support a positive, performance-based environment. ▶ Represents Airways professionally and enthusiastically.
Budgeting, Forecasting & Analysis	<ul style="list-style-type: none"> ▶ Support month-end processes including journal preparation, reviewing accruals and transactional analysis. ▶ Assist with monthly forecasting and variance analysis, including preparing ad hoc analysis as required. ▶ Assist with the development of business unit and cost centre level budgets. ▶ Deliver data and insights that drive commercial outcomes and inform key decisions ▶ Respond to ad hoc queries from business unit and cost centre managers.
Project Support	<ul style="list-style-type: none"> ▶ Respond to ad hoc queries from project managers. ▶ Supporting detailed project reporting on key strategic projects for PCGs and project managers. ▶ Supporting monthly reporting at project level, including using reporting tools to drive business analytics. ▶ Undertaking project forecasting and business unit forecasting based on business requirements and trends.
Reporting & Improvement	<ul style="list-style-type: none"> ▶ Prepare reporting as required, including project reporting. ▶ Identify areas for improvement in the reporting, budgeting and forecasting processes by utilising automation tools like Adaptive Insights.
Customer Focus	<ul style="list-style-type: none"> ▶ Builds and maintains relationships with the customers ▶ Provides suggestions on improvements that are effective and simple to use.
Health & Safety	<ul style="list-style-type: none"> ▶ Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do. ▶ Responsible for operating role in a safe manner and striving for continuous improvement in health & safety throughout the business. ▶ Responsible for ensuring Airways security is maintained at all times. ▶ Accountable for proactively raising health or safety issues in line with Airways safety management systems and participating in position related health & safety training.

Self-Development	<ul style="list-style-type: none"> ▶ Monitors own performance and seeks development opportunities to improve performance. ▶ Implements agreed development plans within agreed timeframes.
Travel Requirement	<ul style="list-style-type: none"> ▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.
Budget	<ul style="list-style-type: none"> ▶ Responsible for managing a budget of \$NIL
Financial Delegation	<ul style="list-style-type: none"> ▶ Delegated financial authority for Capital Expenditure of \$NIL ▶ Delegated financial authority for Operational Expenditure of \$NIL
Contractual Delegation	<ul style="list-style-type: none"> ▶ Signing Authority to a limit of \$NIL
Legislative Owner	<ul style="list-style-type: none"> ▶ NIL

Key Relationships / Customers	Nature of Relationship
Internal	
Finance Manager Commercial	Reports to
Heads Of respective business units	Supports and delivers to
Commercial team	Supports and delivers to
Wider Finance and Corporate Team	Work collaboratively and supports
Airways managers and employees (internal customers)	Work collaboratively and supports.
External	
External customers and suppliers	Work collaboratively and supports.

Formal Qualifications / Training / Experience	Required	Desirable
Relevant tertiary qualification (BCom).	✓	
Chartered Accountant or equivalent.		✓
Minimum of 4 years' experience in an accounting role.	✓	
Strong analytical and MS Excel skills, knowledge and understanding of accounting systems and processes for reporting purposes.	✓	

Project Accounting experience.		✓
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Key Competencies / Skills / Knowledge	Required	Desirable
Strong/proven business analysis skills.	✓	
A proven ability to working with technical specialists to produce effective solutions.	✓	
Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts.	✓	
Total quality focus and a passion for excellence.	✓	
Our Values - Demonstrates the Airways Values consistently and naturally, showing a personal commitment to value Safety, One Airways, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.	✓	
Commercial Acumen - Drives the commercial success of Airways by creating value, managing costs and/or defining sustainable profit-driven prices; proactively researches trends, competitors, customer requirements, opportunities; ensures internal customers are aware of costs; champions Airways as a thriving, successful and profitable business.	✓	
Customer & Partnership Focused - Builds long-term, strategic and sustainable relationships with customers/partners; understands the customer's business and requirements; manages expectations and builds respect rather than seeking to be liked; measures performance against customer-based targets; delivers on promises to customers and personally commits to resolving customer issues; inspires a customer-centric approach across Airways.	✓	
Advising and Implementing Through Others - Gets buy in to proposed technical solutions through explaining the rationale and demonstrating an understanding of the business needs; Aware of how they are being received and adapt their style and message to engage the individual; Uses knowledge and experience of others when preparing their approach to an issue or recommendation; Provides accurate and timely advice to support the business.	✓	

Our values underpin everything we do



We are **safe**

Safety is at the forefront of everything we do. We are committed to the safety of our people, operations and the communities we serve.



We strive for **excellence**

We deliver our best work each and every day, and look for ways to continue to improve what we do.



We are **One Airways**

We all have our own areas of expertise and by working together, collaborating and sharing knowledge, we achieve our aspiration.



We celebrate **success**

We recognise our people's achievements, big and small, and celebrate our successes.