

ROLES DEFINITIONS

Academic

Person involved in the teaching of accounting or accounting related subjects in a university or other educational institutions. Academic related roles could be split into 2 categories: Secondary and Tertiary education.

Accounting Manager/ Team Leader

Responsible for the management of the Financial Accounting, Management Accounting or Business Analysis function with direct reports of 4+. Usually in a large organisation and reporting into a Finance Manager/ Financial Controller.

Analyst (business/ financial/ data)

Responsible for analysing and reporting on business requirements, providing assessments and making recommendations to facilitate decision makers within the business.

Assistant Accountant

A varied role, responsible for performing reconciliations of the ledger and balance sheet. Responsibilities may include: AP/AR, payroll, preparing journals, assisting with tax returns in addition to performing adhoc accounting duties as required. Commonly referred to as accounting 'up to trial balance' an individual performing this function may be an accounts technician or on the way to completing a CA qualification.

Audit Manager

Responsible for the management, planning and delivery of Audits and overseeing the team assigned to audit projects.

Senior Auditor

Responsible for planning and directing audits, individuals performing this function may lead a team.

Auditor

Responsible for reviewing and testing the accuracy, integrity, and fairness of financial statements through various accounting tests and providing independent and expert opinions/ advice.

Manager Business Advisory Services (BAS)

Responsible for managing a team of BAS staff who provide full Accounting Advisory Service.

Senior Business Services Accountant (BAS)

This is a client facing role where the individual is responsible for preparing a full set of financial statements for external clients. Individuals performing this function may be responsible for training, mentoring and overseeing junior staff and are often CA qualified.

Business Services Accountant (BAS)

Responsible for preparing a full set of financial statements for external clients.

Business Owner/ Director

A role where the individual owns/ operates an independent business with a small number of employees and relatively low volume of sales. The legal definition of "small" varies by country and industry. In New Zealand, a small business is defined as 1-19 employees. Small businesses are normally privately owned corporations, partnerships, or sole proprietorships.

CEO/ MD

This role is usually responsible for several executive subordinates including the CFO, COO and CIO. An individual in this role is typically the highest ranking Executive and reports to a board of directors.

CFO/FINANCE DIRECTOR

Responsible for strategic planning and direction across streams that may include: Finance, Human Resources, Facilities Management, IT Support, Policy preparation and presentation of reports to the board. This role normally reports into the Chief Executive, GM or Corporate Services Manager.

COO (Chief Operating Officer)

Responsible for managing and monitoring the daily operations of the overall business.

Corporate Services Manager

Responsible for the planning, organisation and direction of the overall administration of the business. As one of the highest-ranking posts in the organisations senior management team this role usually reports to the CEO and/or the Board of Directors.

Cost Accountant

Responsible for recording the expenses of production and distribution in addition to establishing budget and actual cost for internal use. Cost Accounting is a specialist area of Management Accounting.

Finance Manager

Responsible for planning and directing the day to day operations of the Finance team this post may entail 2 or more direct reports with a wider team of up to 10 and often reports into executive manager such as Financial Controller/CEO/ Director or Corporate Services Manager.

Financial Accountant

Responsible for the analysis of accounting records and financial statements for management, recording transactions and processing P&L. This is a mid level position within the wider Accounting/ Finance team and usually reports into a Finance Manager or Team Leader.

FINANCIAL CONTROLLER with accounting reports

Responsible for overseeing the Accounting and Financial Reporting functions, processes and systems within the business. Managing the Finance Manager(s)/ Team leader(s), this post may be the top level in a medium to large sized business and usually reports to the CEO and/or the Board of Directors.

Financial Controller/Manager/Director with no direct reports.

Responsible for all aspects of both Financial and Management Accounting, this post operates as the autonomous accounting function within a small to medium sized business and usually reports to the CEO and/or the Board of Directors.

Forensic/ Insolvency accountant

Responsible for the provision of analytical and investigative assessments often referred to legal proceedings. In many cases a Forensic Accountant is responsible for assessing the amount of damage or loss suffered in a legal dispute or insolvency.

Fund accountant

Responsible for the accounting and reconciliation of funds. A Fund Accountant is responsible for questioning outputs to ensure the reporting and quality of the data contained within the general ledger and unit pricing is accurate. This function is usually found within a large financial services organization.

Group Financial Controller

Responsible for supervising Accounting and Financial reporting across a group of companies or divisions; often each with its own CFO/ Finance Manager reporting into the Group Financial Controller. This is a senior post in medium to large sized organisations and normally reports into the CEO and/or the Board of Directors.

Group Accountant

Responsible for the Financial/ Management Accounting, Treasury, FX management and reporting. An individual in this post is also responsible for the preparation of consolidated annual accounts, cashflow and annual audit and may be involved in financial policy. This may cover a number of entities under one group.

Internal Audit Manager

Responsible for managing a team of Internal Auditors

Internal Auditor

Responsible for analysing business processes, procedures and activities with the goal of highlighting organisational problems and recommending solutions.

Management consultant

An advisory function/ industry responsible for facilitating organisations in improving overall performance, primarily through the analysis of existing business problems and the development of plans for improvement.

Management Accountant

Responsible for the preparation of management accounts and weekly/monthly reports that provide accurate and timely key financial and statistical information required by managers to make day-to-day decisions. This is a mid level position within the wider Accounting/ Finance team and usually reports into a Finance Manager or Team Leader

Partner CA Firm – big 4

Partner takes all responsibility and risk of the company. Not always reflective of years in the firm. An individual in this post will be involved in succession planning, business development, client service and relationship building may oversee a medium to large team.

Partner CA firm – other

Includes 2nd, 3rd tier firms

Partner takes all responsibility and risk of the company. Not always reflective of years in the firm. An individual in this post will be involved in succession planning, business development, client service and relationship building may oversee a medium to large team.

Project Accountant

Responsible for creating financial reports specifically designed to track the financial progress of projects, which can then be used by Line Managers to aid project management. This is a mid level position within the wider Accounting/ Finance team and usually reports into a Finance Manager

Sole practitioner

Responsible for an unincorporated business as the sole proprietor of a professional practice.

Systems Accountant

Responsible for providing FMIS (Financial Management Information Systems) analysis and support. An individual in this post works with internal/ external stakeholders to manage the integrity and day to day operations of the system. This is a mid level position within the wider Accounting/ Finance team and usually reports into a Finance Manager/ Team Leader

Tax Accountant

Responsible for assisting in the preparation of tax returns and in devising tax strategies

Tax Manager

Responsible for managing a team of Tax Accountants.

Treasurer

In corporations, the Treasurer is the head of the Corporate Treasury Department and are typically responsible for advising the business on matters relating to corporate finance. In addition the Treasurer is responsible for: liquidity risk management, cash management, issuing debt, foreign exchange and interest rate risk hedging, oversight of pension investment management, and capital structure (including share issuance and repurchase).

Treasury Accountant

Responsible for the review of funding and cash flow requirements for a business. An individual in this post maintains accurate accounting records for all Treasury activity including bank reconciliations and cash transactions, producing reports for management, variance and trend analysis. This is a mid level position within the wider Accounting/ Finance team and usually reports into a Finance Manager/ Team Leader

"This document has been developed jointly by the NZ Institute of Chartered Accountants and Randstad. Its aim is to provide Members with a tool that clarifies the most common of the myriad of job titles currently used in the accounting profession: 30-40 distinct occupations - from auditing to management consultancy and taxation to business development. Each succinct definition is a simple guideline/recommendation which is not aimed at restricting further interpretations. Furthermore, the definitions do not represent an official benchmark from the New Zealand Institute of Chartered Accountants or Randstad."

Large commercial organisations (> 250 employees or > \$50m in assets)

Business Owner / Group CEO / Group MD

Finance Director (Group level), Group Financial Controller, Group CFO /

CFO / Finance Director / Chief Operating Officer /Corporate Services Manager / Financial Controller / Treasurer / Internal Audit Manager

Finance Manager / Accounting Manager / Tax Manager /

Assistant Accountant / / Financial Accountant / Management Accountant / Systems Accountant / Tax Accountant / Cost Accountant / Fund Accountant / Project Accountant / Internal Auditor / Treasury Accountant

Analyst / Accounting clerk / Business Services

Small commercial organisations (< 250 employees or <\$50m in assets)

Business Owner / CEO / MD

CFO / Finance Director / Chief Operating Officer /Corporate Services Manager / Financial Controller / Treasurer / Internal Audit Manager

Finance Manager / Accounting Manager / Tax Manager /

Assistant Accountant / / Financial Accountant / Management Accountant / Systems Accountant / Tax Accountant / Cost Accountant / Fund Accountant / Project Accountant / Internal Auditor / Treasury Accountant

Analyst / Accounting clerk / Business Services

Large accounting firms (> 30 partners or directors)

Partners / Directors

Audit Managers / Manager Business Advisory Services / Tax Manager / Insolvency Manager

Senior Analyst / Senior Auditor / Senior Business Services Accountant /Senior Accountant / Senior Insolvency Accountant / Senior Forensic Accountant / Senior Consultant

Medium to small accounting firms (< 30 partners or directors)

Partners / Directors

Audit Managers / Manager Business Advisory Services / Tax Manager / Insolvency Manager

Senior Analyst / Senior Auditor / Senior Business Services Accountant /Senior Accountant / Senior Insolvency Accountant / Senior Forensic Accountant / Senior Consultant



Analyst / Auditor / Business Services Accountant / Insolvency Accountant / Forensic Accountant / Consultant

Analyst / Auditor / Business Services Accountant / Insolvency Accountant / Forensic Accountant / Consultant

Other Accounting or Financial Roles (Please describe)

Other Accounting or Financial Roles (Please describe)

Academic

Employed in tertiary educational institutions

Employed in secondary educational institutions