

POSITION DESCRIPTION: Team Manager

Purpose	The Team Manager carries two connected responsibilities at McIntyre Dick: managing and developing trainees and early-career accountants across the wider firm and leading an operational delivery team in providing high-quality services to clients. This role is a member of McIntyre Dick's operational leadership group.
Reporting to	Operations and Finance Manager
Direct Reports	6 – 8
Location	Invercargill
Dated	May 2026

Key Accountability Areas

Key Accountability Area	Expectations
Trainee & Early Career Development	<ul style="list-style-type: none"> • Manage and develop trainees and early-career accountants across the firm. • Ensure each person has a current, meaningful learning and development plan in place and is actively working towards it. • Actively contribute to structured development programmes - including study support, progress tracking and milestone assessments - working in partnership with the Workplace Experience Manager who leads the HR and L&D framework. • Provide regular, timely and constructive feedback on work performance, technical skills and professional growth. • Undertake regular one-to-one catch-ups to support each person's development, engagement and wellbeing within the business. • Actively coach and mentor on the job - building confidence, capability and good professional habits from the ground up. • Support attendance at and contribute to in-house training and professional development sessions (Boardroom training, PDP sessions and similar). • Foster a team culture across the firm's trainees and early-career team members, that is curious, supportive and growth-oriented. • Work in conjunction with the Operations and Finance Manager to address any areas of underperformance in a timely and constructive way. • Actively support the recruitment, retention and succession of trainees and early-career accountants.
Operational Leadership	<ul style="list-style-type: none"> • Lead, support and develop your team in delivering high-quality services to clients. • Actively and positively role model McIntyre Dick's core values and behaviours. • Clearly communicate role expectations including processes, scope of work, turnaround time and service standards. • Monitor the accuracy and quality of work completed by the team through review and quality assurance checks. • Maintain a thorough working knowledge of relevant tools and software that are core to our business, and to clients. • Ensure all relevant systems, processes and quality standards are understood and consistently applied across the team. • Maintain and develop operational policies and quality control processes across your area of operational responsibility. • Communicate and actively engage with clients to ensure service experience is consistently high. • Handle client queries and challenges in a timely and professional manner. • Comply with all relevant industry and regulatory requirements.

	<ul style="list-style-type: none"> Participate collaboratively as a member of McIntyre Dick's operational leadership group to support operational and strategic objectives.
Health & Safety	<ul style="list-style-type: none"> Effectively communicate and support a culture of safe and healthy work practices. Maintain a positive, healthy and safe work environment consistent with the Health and Safety at Work Act 2015. Take reasonable care of your own health and safety and that of others in the workplace. Ensure all team members are familiar with and comply with health and safety policies and procedures, ensuring no action or inaction on their part results in injury or illness.

Person Specification

Knowledge & Experience	<ul style="list-style-type: none"> A solid grounding in accounting, with experience in bookkeeping and GST services in public practice. Leadership experience, whether formal or informal - you may have managed a team, or been the go-to person for training, mentoring and developing others. A tertiary qualification in accounting, management or a related field, or equivalent practical experience. Two or more years' experience in public practice (preferred). Proficiency in Xero and the Microsoft Office suite; comfortable picking up new systems quickly. Familiarity with rural accounting software (Farm Focus, Figured) is an advantage. An understanding of accounting study pathways and professional development requirements is beneficial.
Skills & Personal Attributes	<ul style="list-style-type: none"> A continuous improvement mindset - you question the process, look for better ways of doing things and bring others along with you. And you encourage this mindset and approach in others. Genuinely energised by developing people - you get a real buzz from watching others grow and succeed. Strong interpersonal, written and verbal communication skills. Highly organised with excellent time management and the ability to prioritise across multiple responsibilities. High attention to detail and a focus on quality and accuracy. Able to build trust quickly with a wide range of people - from clients through to first-year trainees. High personal integrity, initiative and the ability to maintain confidentiality. Calm and considered under pressure, with the good judgement to know when to act and when to ask.
Demonstrate MDP Core Values	<p>Inspire - bring that something extra.</p> <p>People Focused - care for each other at work and at home.</p> <p>Driven - own it, get it done.</p>