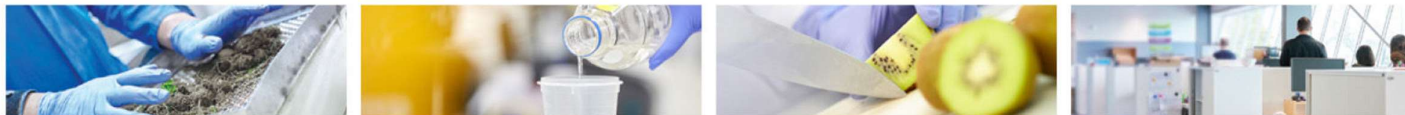


# Management Accountant



## Purpose

This position is responsible for the end-to-end financial management of the business, ensuring accurate, timely, and compliant financial operations. This role supports informed decision-making by maintaining robust financial records, managing cash flow, and delivering insightful reporting. This role is also responsible for payroll, accounts payable, and accounts receivable.

## Look forward to a brighter future

### Education

- A tertiary qualification in Accounting, Finance, or related field

### Work experience

- Minimum 3 years' experience in an accounting role in either a company setting or accountancy firm
- Demonstrated experience using systems such as Xero, Crystal Payroll and Microsoft suites.

### Skills

- Strong understanding of finance processes, payroll obligations, and End to end accounts payable and accounts receivable processes
- Proficiency in excel and accounting systems
- Strong problem solving abilities and meticulous attention to detail
- Well structured, with the capability to meet deadlines consistently

### Key focus

- Timely and accurately processing and preparing month end management reporting. Provide comprehensive financial insights and operational reporting including labour modelling, revenue tracking, budgeting, and cash flow forecasting— Support other key stakeholders with reporting and finance functions, as required.
- Manage end-to-end payroll processing, encompassing all related businesses, ensuring compliance with legislation, PAYE, KiwiSaver, and relevant Inland Revenue (IRD) requirements. Includes monthly wage breakdown and productivity reporting.
- Oversee supplier payments, invoicing and debtor management, ensuring timely processing, accurate reconciliations, and effective cash flow management. Uphold financial integrity by adhering to internal controls, company policies, and relevant accounting standards.
- Take responsibility for personal compliance with Health and Safety Legislation, Regulations, Policies and Procedures. Advocate for the safety and wellbeing of those within the work environment.
- Adhere to quality standards and environmental / sustainability principles. Participate constructively in all continuous improvement initiatives.

*Disclaimer: The purpose of this document is to provide an insight into the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultations with the job holder in response to the changing needs of the organisation and the nature of our work. Employees may be asked to perform other duties as reasonably required by the employer in accordance with the role environment.*



#### People and environment

We care about our people and strive for environmental sustainability.



#### Innovation and agility

We are responsive to the needs of our customers.



#### Honesty and integrity

We build trust.



#### Accountability and discipline

We deliver the right result, first time.

