

Finance Administrator

Kaiāwhina Pūtea

Full Time, Fixed Term

He aha te tūnga | About the role

To be great in our small finance team, we need you to have a hands-on approach to your work. The work will include a variety of receivables, payables, reporting and administration. You will be interacting with a range of people from external agencies to our staff every day, so communication is key.

As the Finance Administrator, your role will be to carry out financial duties in an accurate and efficient manner while maintaining positive relationships with internal and external customers; provide financial administration support to the finance team; ensure that processing and reporting deadlines are met and provide back-up support for variations in workflow patterns.

Nga pūkenga me whai | Your skills and experience

For this role, we are looking for someone who:

- Has at least 3 years' relevant experience in accounts payables and receivables functions.
- Strong knowledge of financial systems including Xero and Tech One.
- Excellent analytical and numerical skills, with a good understanding of accounting practices and GST legislation.
- Ability to work independently and as part of a team.
- Accuracy and efficiency in data entry into financial systems.
- Strong interpersonal, relationship and communication skills with the ability to engage, develop and maintain relationships with employees, clients and relevant stakeholders of Te Puna Ora o Mātaatua.

Nāku te rourou, nāu te rourou, ka ora ai te iwi

We are a supportive Kaupapa Māori organisation, committed to developing our kaimahi. As well as offering an attractive professional development budget and pathways for career development, we have several opportunities to whakapiki wairua including social sports, Kura Reo, and instant access to leave. If this role sounds like you, karanga mai! We'd love to hear from you.

Tukua mai tō tono inaianei | Apply Now

To apply, please complete our online Application for Employment Form on our website **by 5pm on Friday, 18 October 2024**. For a confidential discussion, contact Pamai Simpson (HR Manager) on 021 032 6103.