

Accounts Administrator

Job Description

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| Date | Oct 2024 |
| Location / Team | Auckland, Finance |
| Reporting to | Finance Manager |
| Functions | Accounts Payable and Receivable Financial Records and Reporting General Accounting Support |
| Key Relationships | Finance Manager Finance Team Chief Financial Officer |
| Role Type | Full-time |

Te Tūranga - About the Role

As the Accounts Administrator you will play an essential role in supporting the financial operations of RNZ. You will assist in maintaining accurate financial records, processing transactions, and providing general accounting support. Reporting to the Finance Manager, you will contribute to the smooth functioning of the finance department and support RNZ in achieving its financial objectives.

As a member of the finance team, you will work closely with colleagues across the organisation to ensure financial accuracy, compliance, and efficiency in all financial processes.

Te Mahi - About the job

Accounts Payable and Receivable:

- Process invoices, payments, and receipts accurately and in a timely manner, ensuring compliance with RNZ's financial policies and procedures.
- Reconcile supplier statements and follow up on any discrepancies or outstanding invoices.
- Assist in the preparation and processing of accounts payable and receivable reports.
- Respond to account enquiries as required.

General Accounting Support:

- Assist in the preparation and maintenance of the general ledger, ensuring all transactions are recorded accurately.
- Support the Finance Manager in month-end and year-end closing processes, including journal entries and account reconciliations.
- Support in the performance of regular bank reconciliations to ensure accuracy in financial records.
- Support in the preparation of tax compliance as required.
- Monitor and provide assistance with internal expense management system.
- Reconcile and report on transactions by their nature or in accordance with statutory questionnaires (such as Select Committee questions or Official Information requests).
- Provide general administrative support to the finance team as needed.
- Provide backup for Senior Accounts Officer as required.

Financial Records and Reporting:

- Maintain and update financial records, ensuring accuracy and completeness.
- Assist in the preparation of monthly, quarterly, and annual financial reports, including balance sheets, income statements, and cash flow statements.
- Support the Finance Manager in the preparation of financial statements and audits.

Ōu Pūkenga - About You

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| Qualifications | <ul style="list-style-type: none">• Formal qualifications are not necessary, but relevant experience is required. |
| Knowledge & Experience | <ul style="list-style-type: none">• Proven experience in an accounts assistant or similar role, with a strong understanding of accounting principles and practices.• Experience with accounts payable and receivable processes, bank reconciliations, and general ledger maintenance.• Familiarity with financial management software and proficiency in MS Office Suite, particularly Excel.• A detail-oriented and proactive approach to work, with the ability to manage multiple tasks and meet deadline |
| Skills | <ul style="list-style-type: none">• Excellent organisational and time management skills, with the ability to prioritize tasks effectively.• Strong numerical and analytical skills, with a keen eye for detail and accuracy.• Good communication and interpersonal skills, with the ability to work effectively as part of a team.• A customer-focused approach, with the ability to provide support to internal and external stakeholders. |

Te Arurea - Our Culture

RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.

be BOLD

We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.

**Day
Every
Better**

We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.

Manaaki 
tanga

We encourage people to flourish, we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.