



## Finance Administrator, Kaikōura Job Advertisement

<b>Position Title:</b>	Finance Administrator
<b>Location:</b>	Kaikōura, New Zealand
<b>Status:</b>	Permanent Part Time
<b>Date:</b>	October 2021

**Kaikoura Information & Tourism Inc is seeking an experienced administrator to manage the financial operation of the “not for profit” tourism and marketing organisation.**

**You will be an integral member of a small yet dynamic and passionate team, who are focused on positive economic outcomes which will benefit the Kaikōura community, local businesses, and the wider visitor industry.**

**We are looking for an experienced and organised person with a drive for accuracy who is able to deliver within set timeframes. Timely reporting and attention to detail is essential for the success of this role and financial wellbeing of the entire organisation.**

Key responsibilities are the management of the finances of Kaikoura Information & Tourism Inc, which includes the business activities of the Kaikōura i-SITE and the marketing activities of the Regional Tourism Organisation, known as Destination Kaikōura.

Core tasks are:

- All accounting for the entity
- Weekly Payroll
- Managing debtors and creditors
- IRD Reporting of PAYE and GST
- Producing Profit and Loss reports
- Developing budgets and performance reports
- Reporting monthly on the financial performance to the Board
- Managing the annual audit process
- Charities Commission reporting

Establishing and maintaining an open working relationship across the team is essential and the need to work collaboratively regarding problem solving and analysis, is required.

### Qualification, Knowledge & Experience Outline

Proven work experience as a Finance Administrator or similar role

Hands-on experience with Xero accounting software

Advanced knowledge of MS Office suite – specifically Excel (creating spreadsheets and charts and using financial Excel functions)

Experience with IBIS Reservations and POS would be an advantage but not essential as training will be provided.

Good understanding of all bookkeeping procedures and business compliance

General administration experience which could add value to the role, e.g systemising processes, designing forms, to drive efficiencies.

Time-management and organization skills

Confidentiality

Applications in writing please to: [opportunities@kaikoura.co.nz](mailto:opportunities@kaikoura.co.nz)