



JOB DESCRIPTION

Management Accountant

Prime Function

To provide accurate and timely financial reporting; to ensure that the financial management aspects of the Group's operations are met within the objectives of the Board and Senior Management.

Key Responsibilities

Financial Reporting & Consolidation

- Prepare monthly group financials, consolidated reports, and balance sheet reconciliations for all New Zealand and international entities including for quarterly and annual bank reporting.
- Manage and prepare the intercompany transactions, month end adjustments, quarterly royalties and monthly revenue recognition process.

Process Improvement & Controls

- Support the Finance Manager to develop and implement group-wide financial procedures and system changes.
- Ensure all monthly and annual financial processes are efficient, meet deadlines, and align with stakeholder needs.

Compliance & Taxation

- Manage and prepare the GST and RWT returns, and ensure timely filing and payment.
- Prepare necessary documentation for audits and assist with the preparation of year-end financial accounts, liaising with external accountants and auditors.

Analysis and General Accounting

- Assist with budget preparation, monitoring and analyse actual financial performance against budgets. Interpret financial data to provide insights that support senior management in strategic decision-making.
- Manage day-to-day accounting tasks, including reconciliations, processing invoices, and making creditor payments.

General

- Carry out other related duties as required.

Relationships

Directly Responsible to: Finance Manager

Functional Relationships with:

- Group finance staff
- All ADInstruments staff
- Suppliers
- External accountants, auditors and consultants

Expected Outcomes

- All tasks are completed in a timely manner with a high degree of accuracy.
- Reports completed as per Board and management requirements.
- Preparation of financial reports, operating budgets and financial forecasts to meet organisational needs.

Person Specification

- Fully Qualified CA (CAANZ or similar), with 4+ years' experience.
- Group level management reporting is essential.
- Experience with foreign exchange and foreign transactions.
- Advanced Excel skills are essential.
- Knowledge of NetSuite or similar cloud-based accounting software is desirable.
- Previous experience with an internationally operating company is preferred.
- Experience in the Technology industry is desirable.
- Highly analytical with exceptional attention to detail.
- Self-motivated, with the ability to work independently and as part of a team.
- Advanced verbal and written communication skills.
- Excellent organizational skills.
- The ability to work under pressure.
- The ability to maintain strict confidentiality.