

We are looking for an **Assistant Accountant** to join our high-performing finance team.

Reporting to the Financial Controller, this newly created position will assist the finance team to prepare financial reports, analyse financial information and maintain effective internal controls.

### **What will you be doing?**

- Complete month end procedures including monthly journals and accruals.
- Prepare monthly balance sheet reconciliations, including intercompany, bank, fixed assets.
- Process and reconcile company credit cards.
- Prepare indirect tax returns (GST, FBT).
- Update policies and procedures to reflect current processes and business operations.
- Identify continuous improvement opportunities.
- Prepare Lender Compliance Certificates and reporting to the Trust Supervisor.
- Prepare information for external auditors and tax advisors.
- Maintain and monitor the internal and external audit recommendations in Lucidity.
- Investigate compile and analyse financial information as required.
- Other tasks as required to support the finance team.

### **What will you bring?**

You will be a recent University graduate with a tertiary qualification in a relevant business, accounting or science discipline (or an equivalent combination of qualifications and experience).

You will be self-motivated with a task-completion mindset. You show initiative, the ability to problem-solve and have excellent attention to detail. Good excel and computing skills are required. Your verbal and written communication skills will help you engage across multiple teams including finance, projects and procurement as well as with external advisors and auditors.

Previous work experience (not restricted to an office environment) would be an advantage but is not essential.

### **A little about us**

We are an NZX50 listed infrastructure business with a vision to be a world-class energy infrastructure company. Our business supports New Zealand's tourism and export industry and is well positioned to participate in emerging opportunities to decarbonise New Zealand.

With highly strategic assets, the business is poised for growth whilst still benefiting from stable, inflation-adjusted earnings and strong cash flow conversion.

Our great company culture and strong leadership mean our people feel valued and highly motivated. Our values are integral to the way we operate – One Team, Care, Honesty and Innovation.

### **What's in it for you?**

- KiwiSaver employer matching contributions up to 5% on top of pay
- Income protection and life insurance cover provided by the Company
- Five days of Company Leave in addition to standard leave entitlements
- Access to Employee Assistance Programme
- Flexible working is genuinely practiced with our office based in Marsden Point and the ability to work some of your week from home.

### **Want to apply?**

For more information about us visit our website [www.channelnz.com](http://www.channelnz.com) or to apply go to [Seek.co.nz](http://Seek.co.nz). To request the Position Description or for a confidential chat please contact Amanda Davies ([amanda.davies@channelnz.com](mailto:amanda.davies@channelnz.com)). Applications close 18 May 2024 but we will be reviewing applications as they come in.

We understand that neurodiversity is important for a positive and thriving workplace. Our job is to discover and support your strengths through a recruitment process that ensures psychological safety. If a typical recruitment process doesn't bring out your best, let us know. We want you to shine, not shy away.

*Please note that applicants for this position should meet legal requirements to work in New Zealand. Successful candidates will also be required to complete pre employment background checks.*