



Position Description

Job Title: Accounts Assistant

Reports to: Group Financial Controller

Location: Bungy BHQ

Purpose of Role:

The core purpose of this role is to ensure that all our accounts are paid on time and accurately as the sole accounts assistant for Bungy New Zealand. The role is required to review and enter vendor invoices and credit card transactions accurately and on time.

The role will support the Group Financial Controller and Management Accountant and will be required to assist and pick up tasks for the other Accounts Assistant when they are on leave. This is a hands-on role with growth opportunities, ideal for someone ready to take the next step in their finance journey.

Reporting Relationships:

Cross reporting will be a daily requirement for all AJHB crew

This role reports to the Group Financial Controller and works closely with:

- Management Accountant
- Accounting Officer
- Account Managers
- Site Managers
- Senior Management Team
- External suppliers and auditors as required

Every Crew Member's Responsibility:

Health & Safety

Responsibilities Include:

- Have full understanding of & adhere to, all H&S policies, SOP's, ERP's, procedures & regulations
- Ensure AJHB H&S policies are adhered to, including the timely reporting & follow up on all hazards, incidents, injuries or near misses
- Demonstrate comprehensive understanding of all tasks, manuals, systems & procedures
- Ensure safety of all Crew, Contractors, Visitors & Equipment; proactively mitigating & taking responsibility for any potential H&S issues
- Participate in the development of a safe & healthy workplace
- Complete any remedial actions, as required by the H&S Manager, to meet specific H&S compliance requirements

- Maintain all areas of the site in a clean, safe & presentable manner
- Demonstrate responsible & correct use of PPE, where required

Key Performance Indicators:

- Customers are fully aware of H&S considerations
- All PPE is worn correctly, if required, when performing role, maintained & cared for as directed & repair/replacement is reduced
- Demonstrates responsibility for the overall safety of the Crew & Visitors & registers hazards, as they arise
- Standards are consistently & accurately met, in line with SOPs
- H&S policies are consistently & accurately met, in line with SOP's; issues are reported & dealt with in a timely manner & SM is kept aware of any compliance irregularities
- Any accidents, incidents, near misses or injuries are reported accurately, in a timely manner & are reduced, consequently
- The site is maintained as best possible, resulting in reduced maintenance & repair work being required
- Any incidents that involve, or have potential to, harm are proactively investigated with action points implemented, as soon as practicable

Role Key Accountabilities:

Responsibilities Include:

- Reconciliation of all creditor accounts.
- Distribute vendor invoices for review and approval through SquareWorks.
- Accurate processing of all vendor invoices and accounts.
- Preparation of all payment runs through NetSuite.
- Preparation of vendor international payments.
- Establish and maintain external relationships with key supplier's accounts departments.
- First point of contact for account enquiries for Auckland, Sky Tower, Queenstown and Taupo Bungy.
- Assist with courier queries.
- Daily processing of accounts payable inbox.
- Review and upkeep of Aged A/P reports.
- Processing of customer refunds.
- Reconciliation of all direct debit accounts. Create payments within NetSuite.
- Assist with processing payroll for QBL and BNZL employees, including accruals, IRD filing and payroll reporting.
- Reconciliation and accurate coding of company credit cards.
- Assist managers with coding of expense/capex invoices within NetSuite.
- Complete supplier applications.
- Process staff expense claims.
- Manage EOM Jump Tee stocktakes. Entry of adjustment journals.
- Quarterly jump tee calculations and re-orders.
- Winter & Summer retail order management.
- Process and order monthly stationary orders.
- Order weekly groceries for BHQ.
- Toitu reconciliations for carbon footprint monitoring.
- Stock management.
- Ensure Rebill invoices raised.
- Complete balance sheet reconciliations, including accruals and journal entries
- Process bank reconciliations in NetSuite.
- Undertake training as required (e.g. cross-training for other accounts roles).

- Support Group Finance Controller, Management Accountant and Accounting Officer as required.
- Any other tasks as required by the Group Financial Controller.

Professional Attributes:

Personal Attributes:

- Qualifications and/or practical experience in an accounting position
- Strong professional manner & communication skills
- Highly motivated
- Receptive to new ideas & willing to embrace change
- Demonstrate excellent interpersonal skills
- Ability to undertake role in a positive, enthusiastic & energetic manner
- Experienced multi-tasker able to cope with fast paced environment
- Able to perform effectively both as part of a team & in isolation
- Excellent verbal & written communication skills
- Ability to problem solve in a timely manner
- Demonstrate effective time management & planning ability
- Ability to tolerate stress & remain calm under pressure
- Embrace company culture & values
- Organised & orderly
- Proactive in work duties

Flexibility will be required in all roles & AJHB expect all employees to get involved in tasks, when asked. We have done our best to outline the key components of this role but, as with any tourism related business, employees may be required to complete additional tasks on an ad-hoc basis, to ensure continued, smooth operation of business.

Employee Name:

Signed:

Date:

Manager Name:

Signed:

Date: