



Job Description: Financial Controller - NZ

Purpose: To deliver financial planning and analysis, forecasting, budgeting, and internal control for Naumi New Zealand. Oversight accounting, payroll, and reporting requirements through the provision of accurate, timely and high-quality financial reporting, technical accounting and general finance leadership and major project support. Ensure maintenance of company's financial health by overseeing all financial planning and analysis activities.

Responsible To: Group Financial Controller

Key Accountabilities

- Responsible for the full spectrum of the finance function that includes financial and management accounting, KPI performances, analysis, credit control, taxation, and treasury
- Responsible for all tax administration and compliance matters including tax advisory, filing all statutory tax returns promptly
- Ensure timely submission of weekly/monthly management reports and cash flow forecast to the Group Financial Controller
- Tracking, reporting, and analysing budget variances
- Recommending changes in policies or procedures that will improve financial performance
- Forecasting future financial performance and collaborate with Group Directors, Group COO and Group CEO to develop budgets for the business
- Responsible for annual statutory audit and preparation of annual accounts/reports for compliance with local government regulations
- Treasury matters, including cash flow planning & requirements
- Manage the Company's payments and receivables, fixed asset register, payroll and IRD returns
- You will have the responsibility of a small finance team who you will need to manage to ensure the accurate and timely financial and management reporting including budget preparation and forecasting
- Establish and maintain the Company's internal controls, including the development and implementation of financial guidelines, policies, and procedures
- Review work processes, policies, and procedures, identify areas of improvement and rectify internal control weaknesses
- Preparation of financial report for the property company including intercompany billings, payments, fixed asset register, insurance matters and compliance with the relevant authorities

- Liaise with banks, external auditors, internal auditors, tax authorities and external parties as required to ensure compliance with relevant legislations
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Supports accounting and company mission by completing ad hoc assignments as needed
- Take part in team responsibilities for working with other leaders to coordinate sourcing, aggregation, and analysis of business unit data to provide strategic vision
- Undertake the role as the strategic financial business leader to New Zealand based Hotel General Managers and use their financial expertise to assist effectively driving sales & revenue management strategies to achieve established financial goals
- Effectively execute and manage all contracts and legal agreements, ensuring that all terms and conditions are complied with. Always minimizing risk to the business and seeking the appropriate signatories and approvals
- Ensure all financial internal and external (legal) policies and procedures are complied with by company personnel and management at the hotel
- Protect the assets and financial resources to ensure all are utilized to maximize profitability
- Actively forecast and budget cashflow

Special Requirements

- Must be willing to work a flexible schedule to accomplish all responsibilities and tasks
- Must be able to maintain good relationship with all departments in the group to promote and lead effective internal control
- Must have the highest degree of professional integrity and lead by example

Health & Safety

- Demonstrate a commitment to Health and Safety by promoting a safe and healthy workplace that acknowledges the contribution of all team members in maintaining safe work practices
- Report hazards, accidents, and injuries

General

- To take on any other task or assignment and/or projects that may from time to time be given or directed by his/her supervisor/s
- Any additional duties directed and requested by Manager
- Provide general assistance and information to Manager as required
- Any other tasks that we may reasonably ask you to complete