







Senior Finance Officer

The Senior Finance Officer is a member of the Finance Operations Team and provides support across this function to ensure end to end processes relating to Accounts Payable, Accounts Receivable and Credit Control and Bank Reconciliations are transacted efficiently, accurately and in a timely manner.

This role provides key services to New Zealand Rugby (NZR) and its related entities.

					
Location	Team	Leader	Employment Type	Direct Reports	Span of Control
Wellington	Finance	Finance Operations Team Leader	Permanent/Full Time	Nil	Nil
Key Stakeholder Groups Internal: NZR Management, NZR Staff External: Creditors/Suppliers, Debtors/Customers, Provincial Unions and Super Rugby Clubs, Travel management provider, Financial Management Information System Supplier, Contractors					

What You Do

Finance Operations

- Process vendor/supplier invoices using the Accounts Payable systems.
- Monitor and follow up any unapproved invoices registered in the Document Capture system and via manual processing.
- Process approved invoices and employee expense claim forms whilst checking for compliance with policies and ensuring the appropriate GST legislative regulations are met.
- Preparation of payment runs to ensure that all approved invoices are paid as required.
- Maintaining Vendor Master data in line with core system controls and processes.
- Reconcile supplier statements and ensure queries are resolved on a timely basis.
- Provide external and internal customers with assistance as required such as resolving payment queries and educating external customers on NZR Group processes to enable prompt payment of supplier invoices.
- Collate, review and file monthly Purchasing Card statements.
- Produce accounts receivable invoices and statements on a timely basis in accordance with sponsorship agreements or as requested.
- Reconcile the accounts receivable aged trial balance to the general ledger and assist in pursuing collection of any overdue receivable balances.
- Ensuring customer records are accurately maintained.
- Assist in answering queries to progress prompt repayment from customers.
- Support the bank reconciliations process

Travel costs

- Liaise with relevant travel management provider/s to ensure appropriate tax invoices for all travel so that GST can be reclaimed correctly.
- Reconcile spend on travel costs to records to ensure records are complete and accurate.

Purchase Card

- Be the subject matter expert for the purchasing card management system to ensure all new purchase card holders are set-up and trained appropriately.
- Ensure all purchase card transactions are approved by Managers on a timely basis, or if not escalated to the Finance Leadership Team.

Customer Service

- Provide accurate and timely service in relation to all account queries (by phone and/or written/email correspondence).
- Build and maintain strong working relationships with both internal and external contacts to ensure efficient and professional service.
- Utilise communication to ensure that staff understand requirements of the accounts payable processes.

General

- Support the wider Finance team with tasks as identified to pursue personal development and team objectives

What You Bring

Key experience and skills include:

- 5+ years proven experience and success in a finance operations role: namely fast and accurate data entry, strong reconciliation and customer service skills.
 - Working to monthly deadlines.
 - Computer literate. Experience with Financial Management Information Systems is essential (e.g. NZR uses Microsoft Dynamics NAV). Experience with Microsoft Office software (Word, Excel) is desirable.
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