

Job Description



JOB TITLE: Accountant North Island

LOCATION: Auckland HQ

POSITION TYPE: Permanent Full Time

WORKING HOURS: Mon – Fri (Flexitime)

ASSETS: Paihia, Auckland K’Rd, Auckland City, Rotorua, Taupo & Wellington Hostels

REPORTS TO: Finance Manager

Purpose

Alongside the Finance Manager, you will be responsible for managing the financial actions of Haka House Management, tracking cash flow, analysing strengths/weaknesses in the company’s finances and overseeing all aspects of its financial success.

As the owner of North Island portfolio of properties, you will manage all accounts payable, receivable and payroll operations for your region.

This also means that you will be the internal point of contact for finance-based queries for both asset-based teams in your location as well as the head office.

Furthermore, this person will represent Haka House with the highest levels of professionalism and integrity, and in accordance with established policies and procedures.

Responsibilities

- Accurate and timely payment of all accounts receivable and payable for assets within your geographic responsibility
- Accurate payroll administration for all staff within your geographic control
- Prepare profit & loss and other month end reporting, due 10 working days post month end
- Assist Finance Manager with any other tasks and reporting as required
- Train asset-based staff on our purchase order process and other financial systems

Skills / Qualifications

- Bachelor’s degree in accounting, Finance, or a related field
- Sound knowledge of basic accounting systems and practices, local/international
- Minimum of two years’ experience in similar positions
- Computer literacy with commonly used systems.
- Team player with a positive, can-do attitude
- Embraces personal accountability, sense of ownership
- Passion for the Youth Tourism industry
- Excellent time management & communication skills
- Exceptional attention to detail

Key Working Relationships

Internal:	○ CEO ○ Haka Leadership Team ○ Reservations Team ○ Head of Revenue ○ Operations Leaders ○ Director of Operations
External:	○ Suppliers ○ GCPH Finance Team

Performance Metrics

<i>Key Deliverable</i>	<i>Means of Achieving</i>
Accounts Payable & Accounts Receivable	○ All accounts payable checked for accuracy and processed by due date ○ Incorrect accounts notified to supplier and resubmitted ○ Accurate reconciliation and coding within Sun
Month End Reporting/Other Reporting	○ All Profit & Loss month end reports completed and submitted to Finance Manager for review to allow for submission to GCPH by close of business 10 working days post month end ○ Where required, clear and concise communication of any material differences against budget or one-off expenses that need clarifying. ○ Assisting with any other reporting such as Quarterly, Year End and ESG reporting. Other ad hoc reports will be required from time to time.
Communication	○ Personal uptake of cultural training opportunities and Te Reo. ○ Clear, smooth communication with asset-based teams and head office personnel to ensure financial policies and procedures are understood, followed and sound.
Health & Safety	○ All health & safety protocols are adhered to. ○ Understand and adhere to all Haka H & S procedures and policies ○ All incidents are reported using the incident reporting form ○ Report any major incidents using the incident management table without delay
Core Values	Alignment with our core values is assessed by an annual 360-degree employee feedback process. Our values are: Whanau The Haka family trust one another, treat each other well, and put equality and honesty at the heart of all we do. Aotearoa Proud We care deeply about this land, and we aim to work as a company to share the unique culture, geography and history of Aotearoa by still respecting the land. Huge strides leaving few footprints. From encouraging customers to recycle to continuously learning and sharing your knowledge of culture, history & geography to our guests. Keeping it Real We owe our big success to our small company roots, and to the genuine, fresh attitude that keeps us grounded and relevant. No egos, no bull.

Purpose-driven

Combining our collective expertise, paying attention to detail and aiming sky-high is our winning recipe and the secret to our success.

One In a Million

At Haka it's of the utmost importance we deliver the best customer experiences and great customer service. Our customers are as individual as fingerprints, and we strive to create flexible, personalised products and services that make everyone feel included, whether they're 18 or 80.

Reach For It

Boundary-pushing isn't just for our adventure tourists - it's our key to innovation and staying ahead of the pack. If it can be done better, we'll always find a way.

Sense of Place

We take pride in our sense of place and celebrate the alignment between our brand and every location a Haka House calls home.