

JOB DESCRIPTION

JOB TITLE

FIXED-TERM SENIOR FINANCIAL ACCOUNTANT

REPORTS TO

FINANCE MANAGER

DEPARTMENT

FINANCE

EMPLOYMENT TERM

FIXED TERM — 1 FEBRUARY 2027 TO APPROXIMATELY 18 JUNE 2027 (4½ MONTHS)

POSITION OVERVIEW

Millbrook Resort is New Zealand's leading lifestyle resort. Our mission is to be recognised as world-class and achieve excellence in all aspects of our business.

PURPOSE of the ROLE

The Fixed-Term Senior Financial Accountant provides experienced, hands-on financial accounting support during Millbrook's accounting-system implementation. As the Finance Manager leads the implementation project, this role will take ownership of agreed business-as-usual finance workstreams, share core financial accounting responsibilities with the existing Financial Accountant, and provide senior day-to-day support to the finance team to maintain accurate reporting, disciplined month-end delivery, effective controls and reliable service to the business.

The role works closely with the Finance Manager, CFO, existing Financial Accountant and wider finance team. It requires an experienced qualified accountant who can quickly understand Millbrook's multi-entity environment, take ownership of allocated workstreams, provide technical accounting and commercial support, and help sustain business-as-usual delivery while key team capacity is committed to the implementation project.

Key Responsibilities

Financial Accounting & Reporting

- Take ownership of agreed business-as-usual financial accounting workstreams and share the day-to-day workload with the existing Financial Accountant while the Finance Manager leads the accounting-system implementation
- Coordinate the month-end close timetable, allocate and follow up outstanding inputs, and escalate delays or material issues to the Finance Manager or CFO
- Prepare accurate monthly financial reports, management accounts and supporting schedules for review by the Finance Manager and CFO
- Own allocated month-end and year-end close processes, including journals, accruals, provisions and adjustments, and investigate unusual or material movements
- Maintain general ledger integrity and complete or review allocated balance sheet and control account reconciliations
- Manage allocated intercompany accounting, including reconciliations, recharges, loan balances and consolidation elimination schedules across Millbrook entities
- Perform and review bank, cash, merchant, credit-card and system-interface reconciliations, investigating unreconciled, failed or unusual transactions
- Review debtor and creditor ageing, investigate significant or overdue balances, and support resolution of disputes, system issues and unusual transactions
- Monitor payroll-related financial controls and reconciliations, including payroll clearing accounts, PAYE, leave provisions and labour-cost reporting
- Maintain fixed asset registers and support consistent application of capitalisation policies, capital coding and asset movement controls across all entities
- Prepare GST, RWT, NRWT and FBT returns and supporting workpapers for allocated entities, ensuring filing deadlines and review requirements are met
- Support statutory financial statement preparation, audit schedules and year-end tax workbooks as required
- Support cashflow forecasting, working-capital monitoring and departmental reporting, and escalate material issues promptly
- Support annual budgeting and forecasting activities, including preparation of schedules, validation of inputs and variance analysis

Controls, Compliance & Audit

- Apply applicable accounting standards and Millbrook accounting policies consistently across allocated work
- Maintain strong financial controls, documentation and audit-ready records, including compliance with delegations, approvals, segregation of duties and payment controls
- Review and approve routine finance outputs within delegated authority, including journals, balance sheet reconciliations, payment-run support and work prepared by finance team members
- Take ownership of allocated internal and external audit requests, prepare supporting schedules and respond to queries within agreed timeframes
- Identify control or process weaknesses, recommend practical remediation and follow agreed actions through to completion
- Help maintain finance policies, recurring process calendars and standard operating procedures, ensuring control activities and deadlines continue throughout the implementation period

- Ensure finance activities comply with relevant legislation, including taxation, privacy and Health and Safety obligations relevant to the role
- Show commitment to environmental and sustainable practices in day-to-day activities

Systems & Data Integrity

- Maintain accurate and reliable financial data within existing ERP, reporting and operational systems throughout the implementation period
- Use advanced Excel, financial systems and approved tools to support reconciliations, reporting and analysis
- Provide business-as-usual finance support required to release the Finance Manager and other nominated team members for implementation activities
- Assist with data validation, reconciliation, user acceptance testing or other implementation tasks where requested, without detracting from agreed core finance deliverables
- Document work clearly and support an orderly handover of responsibilities before the end of the fixed term

Analysis & Problem Solving

- Analyse financial results, departmental performance, movements and trends, providing concise variance commentary and actionable insights
- Monitor allocated commercial and financial KPIs and work with stakeholders to investigate material variances or data issues
- Support capital expenditure tracking, project cost analysis and return-on-investment assessments where required
- Provide information and analysis to support cashflow, funding and borrowing requirements
- Investigate and resolve accounting discrepancies proactively, escalating significant risks or decisions promptly
- Apply sound professional judgement and provide technical accounting input on allocated matters

Stakeholder Support & Communication

- Provide day-to-day technical guidance, review support and a clear escalation point for finance team members on routine accounting matters
- Act as the Finance Manager's operational delegate for agreed business-as-usual matters, escalating policy decisions, material judgements and significant risks to the Finance Manager or CFO
- Provide practical financial accounting support to operational departments, including correcting coding, resolving reporting queries and explaining month-end results
- Work collaboratively with finance colleagues and non-finance stakeholders and provide timely, accurate financial information to support decision-making
- Communicate accounting outcomes clearly and professionally and liaise effectively with auditors and external advisors

QUALIFICATIONS & EXPERIENCE

Essential

- Tertiary qualification in accounting, finance or a related field
- CA, CPA, ACCA or equivalent professional accounting qualification
- At least five years' relevant experience in financial accounting, management reporting or external audit, including demonstrated ownership of month-end financial reporting
- Demonstrated ability to take ownership of month-end deliverables and operate effectively with limited supervision
- Strong financial accounting and reporting capability, including general ledger, journals, reconciliations and month-end close
- Good working knowledge of applicable accounting standards and New Zealand tax compliance requirements
- Advanced Excel skills and confidence working across ERP and reporting systems
- High attention to detail, sound analytical judgement and a strong control mindset
- Ability to quickly understand a complex operating environment, manage competing priorities and meet non-negotiable deadlines
- Clear, professional written and verbal communication and a collaborative, practical working style

Desirable

- Experience in a complex, regulated, or multi-entity environment
- Exposure to ERP systems and finance transformation initiatives
- Prior audit or professional services background

KEY COMPETENCIES

- Technical accounting expertise
- Professional judgement and integrity
- Attention to detail and reliability
- Collaboration and stakeholder engagement
- Continuous improvement mindset