

Finance Administrator



- Modern office environment, based in Mt Eden, Auckland
- Part-time role up to 30 hours per week
- Friendly, mid-sized professional services consultancy

Envivo is a multi-disciplinary consultancy that provides market leading professional services in Engineering, Surveying and Planning to a wide range of property development, construction and institutional clients. Join us and you would be helping our staff to deliver exceptional service to our clients.

As Finance Administrator, you will be involved in completing daily accounts processing, as well as provide assistance to the CFO with accounting and administration support tasks, projects and preparing financial management reports.

Responsibilities

- Accounts processing including overseeing the timely payment of creditors
- Assisting with preparing monthly management reports and statutory requirements
- Assist with preparing year end accounts
- Assist with accounting software operation and support and developing improvements of financial system processes
- Provide additional administration support to the finance and support teams including invoicing to clients

Skills/Experience Required

- Previous related experience in a similar role
- High proficiency with accounting programmes such as MYOB or Xero
- Professional and confident interaction with clients and staff
- Experience working in professional consulting firms such as engineering or legal an advantage
- Able to prioritise and multi-task with a quick turnaround in work
- Thorough attention to detail
- Excellent verbal and written communication skills
- High proficiency with Microsoft Office, particularly Excel

Envivo values people who enjoy working collaboratively in a team environment. We have a commitment to career development, a focus on professional standards and on achieving successful outcomes for our clients. If you're looking for a new challenge and like sharing with your colleagues both your knowledge and a laugh, then contact us today.

You must be eligible to work in NZ to apply for this role.

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