

Financial Administrator - Multiserve

Maternity Leave Coverage – Fixed Term 5 Months

Excellent financial role

Variety & responsibility

Great opportunity

We are seeking an experienced Financial Administrator for maternity leave cover.

The role would involve the following:

- Maintain accurate records of account for each of the Transport Network Groups
- Provide detailed analysis of changes made by the groups to predict the impact on future financial positions.
- Create budgets for each of the Groups and report to each their position against that budget each quarter.
- Maintain and update payment records for the Ministry of Education's Transport Operators

The successful candidates will be able to demonstrate:

- solid bookkeeping skills
- a qualification in finance would be highly regarded
- excellent accounting software skills in a variety of programs (MYOB)
- excellent general admin skills with intermediate Microsoft word & excel
- great communication, literacy and numeracy skills
- a solid work history with 2 professional referees
- the ability to work as part of a busy team, multi task and manage time effectively
- be a great team player who is flexible enough to pick up tasks as they arise

We look forward to receiving applications that meet the above criteria.
Applications close 12 February 2010.

Please send your application with 2 work referees to Craig Plested – Human Resources Advisor
cplested@cognition.co.nz