



Job title Finance Manager

Team Corporate Affairs

Reports to Director of Corporate Services and CFO

Role To prepare regular and ad-hoc accounting and management information and manage the payroll and accounts' payable and receivable processes.

Key Responsibilities

- Prepare monthly and annual accounting statements and reports as required by management and company law
- Day-to-day management of bank accounts including monitoring of term deposits and cashflow requirements and assisting the Business Manager with bank relationships as required.
- Payroll management and understanding of payroll statutory requirements and management of payroll processes.
- Preparation, filing and payment as required of accurate GST, PAYE, NRWT and other tax, statutory and statistical returns.
- Management of accounts payable and accounts receivable processes, including generation of invoices and prompt payment of suppliers.
- Review and processing of expense claims and reimbursements.
- Calculation of royalties based on show contracts.
- Assign and manage work performed by accounts support staff
- Assist with the analysis and improvement of internal processes, including internal control processes.
- Assist with the specification of and implementation of new systems and in other accounting activities as required.
- Any other duties as requested by the Director of Corporate Services and CFO, and/or Chief Executive or her nominee.

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Core Competencies	
Leading and deciding	<ul style="list-style-type: none">• Making decisions• Taking responsibility• Acting with confidence• Acting on own initiative
Analyzing and Interpreting	<ul style="list-style-type: none">• Analysing and evaluating information• Testing assumptions and investigating• Producing solutions• Making judgements• Demonstrating system thinking
Organising and executing	<ul style="list-style-type: none">• Setting objectives• Planning• Managing time• Managing resources• Monitoring progress
Adapting and coping	<ul style="list-style-type: none">• Coping with pressure• Showing emotional self-control• Balancing work and personal life• Maintaining and positive outlook• Handling criticism

Key skills and expertise
<ul style="list-style-type: none">• Demonstrated accounting and finance experience• Relevant tertiary qualification (minimum - NZQF Level 6)• Excellent communication skills, both written and verbal.• Sound knowledge of accountancy, including systems, methodologies, techniques and technology• Sound organisational, analytical and problem-solving skills• Understanding and previous experience of working with Xero.• Payroll management

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