



Job Description

POSITION TITLE: Group Accountant

LOCATION: Albany, NZ

SCOPE OF THE ROLE	Take ownership of daily/monthly accounting tasks for the NZ and AU entities of EROAD.
RESPONSIBILITIES	<p><u>Corporate Business:</u></p> <ul style="list-style-type: none">- Management of Corporate AP headcount (1 FTE)- Responsibility for all month end reconciliations and financial accounting- Responsible for preparation of financial reporting for Responsibility Centres (RC), including preliminary review of month end close and budget vs actual variances resolving any clear errors- Highlight potential discussion items to Manager/CFO for monthly review meetings with RC Owners- Responsible for Group GST and FBT returns (Includes NZ business)- Responsible for maintaining Ledger calendars and open/closing periods- Review and analysis of Corporate business expense claims- Coordinate and review stock movement and related financial transactions with the supply chain manager and system. <p><u>Australia and New Zealand Businesses:</u></p> <ul style="list-style-type: none">- Review of assigned month end reconciliations including (AR/AP)- Mentorship and guidance of junior AR/AP manager- Responsibility to prepare assigned month end reconciliations and checks:<ul style="list-style-type: none">o Leased assetso Inventoryo Deferred Revenueo Establish checks and processes to provide comfort over completeness and accuracy of revenue- Above applies to both AU and NZ ledger- Responsible for Australian Tax (ATO) returns and compliance.- Responsible for maintaining Ledger calendars and open/closing periods
COMPETENCIES	Required



	<ul style="list-style-type: none">• Proficient with modern Tier one accounting systems (preferable Dynamics AX/GP, NAV or D365)• Proficient with MS Office Suite• Excellent organisational skills – ensuring deadlines are always met• Management reporting and analysis
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• Helpful, professional self-starter who can work autonomously• A quick learner• Demonstrates the ability to take the initiative, and a “can-do” attitude• Willing and able to take on extra duties as required• Comfortable working in a fast moving environment and at times ambiguity of requirements• Team player and willing to work openly with others to achieve outcomes
REQUIRED EXPERIENCE	Core. <ul style="list-style-type: none">• Professionally qualified accountant (CA/CPA etc)• Hands on experience in modern accounting team• Experience of governance processes in a Listed business

This Job Description is not intended to be complete or limiting – the role will require a proactive and flexible approach to manage tasks that support a rapid and innovative product development environment.

EROAD is in a “high growth” mode. There will be times when the role will be required to complete tasks outside those mentioned above because this role will have the relevant skills and may have higher availability than other team members.