

Accountant

Medtech is the leading provider of primary health solutions in New Zealand. We provide advanced practice management software and other state-of-the-art health technology solutions that enable health professionals to provide better healthcare, and patients to better manage their health and well-being.

We are looking for an enthusiastic and passionate Accountant to join our team. This role will be part of the Finance and Administration Team and will report to the Group Financial Controller of the group based in Auckland. This is a hands on role which requires common sense, initiative and get up and go attitude. You are a team player, flexible to undertake tasks as required and have the ability to juggle a multitude of tasks and priorities.

Key responsibilities include:

- Assist in the preparations for audit of accounts for all entities including end of month journals and balance sheet reconciliation.
- Prepare and file periodic statutory tax returns for New Zealand & Australia (FBT, GST, PAYE etc.)
- Assist in the preparation of budgets for the group of companies, both at the individual entity level and the consolidated group.
- Monitor financial activities and details such as cash flow and reserve levels to ensure that all legal and regulatory requirements are met.
- Managing accounts receivable and payable including resolving customer queries.
- Processing monthly payroll.
- Assist with daily and monthly treasury tasks.

Skills and experience:

- Should be a Chartered Accountant.
- At least 3 years' experience at similar role.
- Strong commercial acumen and technical accounting skills.
- Knowledge of company law, precedents, government regulations and executive orders is desirable.
- Working knowledge of Navision is preferable and familiarity with Microsoft Office suite of products is essential.

We offer an attractive remuneration package for the right candidate.

Applicants for this position should have NZ residency or a valid NZ work permit.

If this sounds like the career for you, please submit your CV and cover letter to hr@medtechglobal.com. Whilst we appreciate the time and effort taken to submit your individual application, only short-listed candidates will be notified.