



## Office/Accounts Administrator

We are currently looking for a dynamic Office/Accounts Administrator to join our team of 16. As an Administrator, you will be responsible for the efficient functioning of the office through a range of administrative, financial and organisational tasks. You will be assisting with enquiries from customers and suppliers.

### In this role you will be responsible for:

- Accounts payable
- Accounts receivable
- Invoicing
- Bank reconciliation
- Payroll
- PAYE
- GST
- Contracts
- Tender documents
- Records management and much more.

### Requirements:

- Minimum of 3 years experience in a similar role
- Excellent communication skills both verbal and written
- Intermediate proficiency in MS Office
- High accuracy and an expert eye for details
- Good understanding of GST and Tax
- Experience using accounting and payroll software (we currently use Xero and IMS payroll)
- Flexibility and adaptability

We are looking for someone with a genuine interest in the renovation/construction industry, who is self-motivated and can work autonomously as well. This role is permanent part time, approximately 20-25 hour a week.

**Apply with your CV and covering letter to Trevor Brumby  
by email to: [tmbrumby@xtra.co.nz](mailto:tmbrumby@xtra.co.nz)  
or send to T. M. Brumby Builder, 10 Surrey Street, Gore.**

**Applications close: 21st August 2020**