

JOB DESCRIPTION

Finance Administrator

Spotlight Reporting is a transformational company at the forefront of the exciting and evolving cloud-based software industry. We have four business intelligence tools, designed specifically for accountants looking to transform the way they deliver advisory services to their clients. We import data from leading financial and non-financial software products to automatically create powerful dashboards, reports, three-way forecasts and multi-entity aggregations. With offices in New Zealand, Australia, UK and the US, this award-winning business intelligence tool is looking for a Finance Administrator in HQ who has a true passion for helping customers & stakeholders.

Position Summary

To ensure the Finance team provides excellent support to the CEO, CFO, the wider Spotlight team and our customers. This role is based in Wellington, NZ and reports to the Finance and Operations Lead.

Core Responsibilities

- Revenue Recognition
- Accounts Receivable and Payable
- Bank / credit card reconciliations
- Process new subscription requests
- Process cancellation requests
- Billing system support
- Zendesk customer support (finance matters) resolution
- Reconcile travel card statement
- Contributing to the Finance Playbook and helping to keep this up to date
- Placing our weekly fruit and office consumables order
- Assisting with system and process improvement
- Any other ad hoc tasks that may need to be done to keep our office functioning well.

These responsibilities are not exhaustive.

Desired Skills, Experience and Attributes

- Previous experience with reconciliations is preferable
- Accounting or business studies qualification or similar is required
- Experience with Xero an asset
- Ability to learn new systems
- Proficiency with Excel is required
- Attention to detail and being organized is a must
- Positive attitude and a willingness to learn and improve is essential
- Familiarity with Zendesk, Chargify & Salesforce would be helpful but not necessary
- Self-starter, motivated & comfortable working in a team
- NZ resident or NZ resident visa holder
- Excellent written & verbal communication skills are required

To apply for this role, please email a cover letter and CV to shaila@spotlightreporting.com.