



TITLE OF POSITION: Finance Assistant
REPORTS TO: Finance Manager
OFFICE LOCATION: Auckland, New Zealand
CONTRACT TYPE: Permanent

ROLE OVERVIEW

The Finance Assistant plays a crucial role in supporting the finance team with day-to-day operations, ensuring financial accuracy, compliance, and efficiency. Reporting to the Finance Manager, this role is integral to maintaining the smooth operation of the finance function, contributing to the wider STH NZ team's success. Through meticulous financial management, the Finance Assistant will help streamline processes, enhance accuracy, and support the delivery of premium sporting event experiences.

MAIN ACCOUNTABILITIES

- **Transaction Processing:** Perform accurate day-to-day processing of financial transactions, including payments, receipts, and reconciliations, ensuring the finance function operates efficiently.
- **Bank Reconciliation:** Reconcile bank statements with financial records to ensure all transactions are accounted for and discrepancies are resolved promptly, contributing to accurate financial reporting.
- **Accounts Payable and Receivable:** Process invoices, monitor overdue accounts, and coordinate collections to maintain healthy cash flow and compliance with financial timelines.
- **Credit Control:** Proactively reduce overdue invoices by monitoring customer accounts and following up on outstanding payments, providing weekly updates to the wider team to improve debt management.
- **Corporate Card Expense Management:** Record and monitor company card expenses, ensuring adherence to company policies and enabling accurate tracking of financial outflows.
- **Monthly Reporting:** Support the finance team with accurate financial reporting by performing month-end reconciliations, preparing accruals, and processing payroll data to meet compliance and deadline requirements.
- **Sales Ledger Management:** Reconcile sales data and maintain the sales ledger to ensure accurate reporting, timely invoicing, and efficient payment processing for revenue optimisation.
- **Audit and Compliance:** Assist in internal and external audit processes by organizing and providing required documentation, ensuring adherence to financial regulations and standards.
- **Administrative Support:** Provide general administrative assistance to the finance team and broader STH NZ team, ensuring smooth operations and collaborative success.

SPORTS TRAVEL AND HOSPITALITY NEW ZEALAND LIMITED

Level 4, Tower 2, 205 Queen Street, Auckland, 1010, New Zealand

www.sportstravelhospitality.com

Registered office: Level 4, Tower 2, 205 Queen Street, Auckland, 1010, New Zealand

Company number: 3880562



KEY SKILLS AND EXPERIENCE

- **Finance Operations:** Proven experience in finance-related roles, demonstrating proficiency in transaction processing, reconciliation, and credit control.
- **Accounting Systems Expertise:** Skilled in using accounting software (e.g., Xero, SAP) and Microsoft Excel to ensure efficient and accurate financial processes.
- **Regulatory Understanding:** Solid understanding of accounting principles, compliance, and audit requirements, ensuring adherence to financial best practices.

DESIREABLE COMPETNCIES

- **Attention to Detail:** Highly organised and detail-oriented, ensuring accuracy in financial data and reporting.
- **Adaptability and Initiative:** Proactive and flexible, capable of learning new systems and handling a dynamic workload effectively.
- **Collaborative Communicator:** Excellent communication skills, fostering strong relationships with internal teams and external stakeholders.

WHO WE ARE

[STH Group](#) is a [Sodexo Live!](#) company, with offices in London, Auckland and Melbourne, enabling a truly global reach and service offering.

Our Company partners with event owners to make the biggest sporting events in the world - even better! From the Olympic Games in London and Tokyo, the Cricket World Cup in England & Wales to the Rugby World Cups in Japan, England, New Zealand and France, our award-winning team cover the globe to create travel and hospitality programmes with one simple ambition – to leave sports fans knowing they have just been part of an experience of a lifetime

At STH, you **belong to something greater**; our experiences are unique and so are our people. Bring personality, your background, and your desire for delighting others; in return we'll give you all you need to thrive. Through joining STH, you will be part of an inclusive and driven culture, that focuses on collective success and empowerment; we thrive of making the memorable, unforgettable for thousands of global sporting fans. We champion the ethos of the sports teams we represent and ensure our culture is one that is opportunity driven, both for the customers we serve – and the people who make them possible!

WHAT WE STAND FOR

STH Group identify the below values as fundamental commitments for every member of our team. Like the athletes we admire and connect with fans, we use these as our guiding compass in everything that we do, which supports a “one-team” mentality, culture-code and aligned directive.

- **Service Spirit:** We are customer obsessed, encouraging our teams to anticipate expectations and take pride in all services they deliver.
- **Spirit of Progress:** We strive to be trailblazers; we seek continuous improvement and innovation in everything that we do.
- **Team Spirit:** We thrive on winning together, delivering exceptional outcomes for our customers, employees, partners, and the communities in which we operate.

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