Accounts Payable Lead

Reports to:	Financial Controller
Location:	Miramar, Wellington

Role Purpose

The Finance team partners with the business by providing analysis and insights which inform and enhance future performance. This extends to providing efficient and effective financial services which enable operations, provide assurance of regulatory compliance, and enable the reduction of risk.

The Accounts Payable Lead role will initially focus on accounts payable related tasks and is cross trained to provide support to other finance administration roles within the finance team at Wētā Workshop.

With the implementation of Wētā Workshop's new ERP system, it is expected that finance tasks will change significantly due to efficiencies created by the ERP. As a result, the responsibilities for this role may shift, therefore the Accounts Payable Lead will be required to quickly adjust to new processes and systems, embrace change, and proactively learn new skills.

Key Accountabilities & Outcomes

Initially the role will be focused on the following tasks:

- Management of the accounts payable inbox, this includes ensuring that all incoming suppler invoices are work flowed through to Odoo and any queries are responded to within reasonable timeframes.
- Processing domestic and international supplier invoices, which includes ensuring invoices are accurately captured through OCR in Odoo and coordinating with crew across the business to ensure that invoices are approved for payment.
- Preparation of domestic/international one-off payments and periodic payment batches, ensuring these are correctly processed into Odoo.
- Coordinating with the Finance team to ensure payment batches are reviewed and approved before processing, in line with agreed deadlines.
- Loading approved payment batches and international payments into the bank and ensuring they are appropriately authorised and processed within agreed deadlines.
- Setting up new and maintaining existing creditor accounts in Odoo, this includes verifying new bank accounts or changes to supplier bank accounts.
- Management of the company credit cards, ensuring all data is correctly coded and reconciled in the accounting system each month, and that requests for new credit cards, cancellations and balance/limit changes are actioned in transactive global.
- Setting up and maintaining direct debits/recurring payments processed through the bank.
- Reviewing the aged AP listing each month and ensuring that any aged payments or invoices are resolved appropriately.
- Reconciling key balance sheet accounts each month, related to the accounts payable and credit card administrative functions such as the purchase order clearing account, credit card sweep account and outstanding payments account.
- Processing weekly crew re-imbursement payments.
- Completion of the reconciliation of outgoing payments against bank statement transactions in Odoo.

Provide backup and support for the following tasks and they may be added to the role either in addition to or in place of the tasks listed above:

- Collate and communicate fortnightly employee payroll changes to our external payroll service provider, and ensure they are included in the payroll, key liaison between the business and the payroll provider, and high-level review of the completed payroll for consistency.
- Respond to queries through the Wētā Workshop payroll inbox, and triage where necessary.
- Prepare and process the weekly contractor payments, including maintaining up-to-date contractor information in Wētā Workshop's financial systems.
- Ensure all crew timesheets are entered into the finance system to enable timely payroll processing and reporting.
- Processing domestic and international customer invoices into Odoo, this includes ensuring they are appropriately approved by relevant project managers before being issued to customers.
- Receipting all incoming payments from customers, which includes reconciliation and processing of cash receipts coming through our three payment gateways (Stripe, PayPal and Windcave).
- Preparing weekly debtor listings with commentary to inform the Financial Controller and Chief Financial Officer of the status of outstanding customer balances.
- Communicating effectively with Crew and customers to manage any invoice/payment related queries/issues.
- Working with the business to process all customer refunds in Odoo, and creating payments in ANZ for certain manual refunds that cannot be processed through the payment gateways by the business.
- Reconciling the aged accounts receivable, listing to the general ledger each month and analysing specific customer accounts.
- Management of the physical banking for the Wellington tourism attraction.
- Setting up new and maintaining existing debtor accounts in Odoo.
- Complete quarterly and annual surveys required by Statistics New Zealand.

Health, Safety, and Well-being

- Follows all health, safety, and well-being rules, procedures, and instructions. Takes reasonable care to look after their own H&S at work and the H&S of others.
- Champions excellent health, safety and wellbeing practices.

Qualifications & Experience

- Minimum 3 years' experience in Accounts Payable Lead roles
- Tertiary qualification desirable
- Experience in the use of Odoo (desired but not essential)

Skills & Competencies

- Excellent administrative skills and attention to detail
- Ability to build relationships well across a business
- Exceptional time management skills
- Strong understanding of finance and admin processes, and experience with financial systems processing transactions.

Key Working Relationships

Internal

- All members of Finance team
- Consumer Products and Tourism administration Crew
- Crew Leaders
- Production Crew
- Senior Leadership Team

External

- Payroll technology providers
- Customers
- Vendors

Change to Job Description

Completed on: 22/06/2026 **Review Date:** 1/07/2027