



## Finance Administrator

**Reports to:** Financial Controller  
**Location:** Miramar, Wellington

### Role Purpose

The Finance Team exists to partner with the business by providing analysis and insights that inform and enhance future performance, delivering efficient and effective financial services that enable operations, ensuring regulatory compliance, and reducing risk.

The Finance Administrator will support the Financial Controller by providing payroll and financial administration services. This role involves a mix of payroll management, credit card administration, and general financial support.

### Key Accountabilities & Outcomes

- Manage changes to the fortnightly employee payroll, respond to payroll-related queries, and review payroll calculations prepared by our external payroll service provider.
- Respond to all queries through the Wētā Workshop payroll inbox, and triage where necessary.
- Prepare and process the weekly contractor payroll, 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.
- Prepare tax returns for RWT, NRWT, FBT, European VAT, and GST on a monthly or quarterly basis.
- Manage the company credit card process, ensuring all data is correctly reconciled and imported into the accounting system each month.
- Prepare monthly balance sheet reconciliations.
- Identify and implement process improvements to increase the efficiency of month-end and other financial workflows.
- Complete quarterly and annual surveys required by Statistics New Zealand.
- Support the implementation of the new ERP system, including data migration and testing.
- Champion excellent health, safety, and wellbeing practices.

### Qualifications & Experience

- Minimum 3 years' experience in a finance or accounting support role (e.g., accounting technician or finance administrator).
- Demonstrated experience in payroll processing.
- Tertiary qualification in accounting, business, or a related field (desirable).
- Experience with Sage 300 (desirable but not essential).

## Skills & Competencies

- Proficiency in Microsoft Office Suite, especially Excel, Word, and Outlook.

## Key Working Relationships

### Internal

- Finance Team
- Wider business

### External

- IT system providers
- Payroll service provider
- ERP vendor
- Suppliers

## Change to Job Description

Completed on: 1/03/2025    Review Date: 1/04/2026