

Business Support Administrator

Fixed Term Position

McIntyre Dick is a vibrant, driven, and people focused firm of Business Advisors and Chartered Accountants leading the industry in Southland, New Zealand. We're dedicated to delivering exceptional service and strive to put time, mind and money back in our clients' hands.

Our financial administration function has evolved and grown over time and is now seen as a strategic enabler for the business – we're looking for an exceptional Business Support Administrator to cover 9 months' parental leave for one of our team. We can offer a full-time role and flexible working hours for the right candidate.

You'll have prior GST return experience, ideally in a professional services environment across multiple entities, and will welcome the chance to test your skills and experience during the candidate testing process. You'll have an understanding of basic accounting principles and practices, and have planning and organisational skills others are envious of.

The work will require you to deliver timely and accurate bookkeeping services, prepare accurate GST returns and excel at client services and software support. Ideally, you're proficient in using innovative software technologies such as Xero, MYOB, and Cash Manager and are the ultimate self-starter who thrives in a fast-paced environment. You'll be resourceful, reliable, honest and a clear communicator.

In return, you'll get to be part of a vibrant culture and people focused team with an eye for detail and a thirst to make businesses go places. We celebrate and reward successes, we nurture career advancement and personal development, and we're continually seizing opportunities to make our work environment more motivating and inspirational for our people.

We're business leaders, cheerleaders and cookie eaters dead set on developing our in house talent, supporting great local initiatives and lending solid business acumen to help our clients prosper. What more could you ask for?

If it sounds like you have the X factor we're seeking, join our ambitious team as we prepare our business, and our clients, for the future.

For a copy of the job description and application form please go to our website: www.mdp.co.nz or contact reception on (03) 211 0801. In order to apply, you must reside in New Zealand and be a citizen or permanent resident. Applications close at 5.00 p.m. on Wednesday 16th September 2020.

Applications should be emailed to:

Business Support Administrator Position (fixed term)

McIntyre Dick & Partners
Chartered Accountants & Business Advisors
Invercargill
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