



## Assistant Accountant – Part Time

North Shore  
6 Month Contract  
Part Time

### The Company

This North Shore based Company is a non-profit organization, working within a people orientated environment. The offices are located close to the motorway so easily accessible from most locations.

### The Role

You will be working within a small friendly team and will report directly to the Finance Manager.

Your role will be varied but include a lot of reconciliations and inter-company transactions. There will be month end requirements and helping out with systems and processes.

### Your Profile

You have a good solid accounts base, with a broad background up to an Assistant Accountant level. You are looking for a role with variety and close to home with flexible part time hours. MYOB experience would be beneficial.

You have the following:

- exceptional written and oral communication
- a few years experience in the NZ office environment
- a good level of excel skills (intermediate)
- the ability to pick things up quickly
- you are confident and outgoing and enjoy speaking with people

**Please note:** Due to high levels of candidate applications, only those with an applicable background will be contacted.