

POSITION DESCRIPTION

GROUP ACCOUNTS PAYABLE ADMINISTRATOR

Avanti Finance Group is a privately owned specialty lender operating across New Zealand, and Australia. We are on an ambitious growth mission to lead and inspire our industry through innovation, and the development of exceptional financial services products whilst fostering a motivated and engaged workplace culture that is centered around personal growth and high performance.

With 270+ staff across our four offices in New Zealand and Australia, we are motivated to become the best finance company boasting strong growth and returns, as well as the best customer, introducer and employee experiences

This role reports to the Head of Accounting Operations. The purpose of this role is to provide accounts payable expertise across the Avanti Group.

In This Role, You Will Do-the-Doing With:

- > End-to-end management of the accounts payable function for Avanti Finance and all subsidiaries.
- > Assist with the optimisation of systems, processes and applications.
- > Daily processing & reconciliation of transactions including journals
- > Use Approval plus, Extractor and NetSuite to process creditor invoices and produce files to upload and pay from the banking platform
- > Backup support for the AutoSure business.
- > Provide backup support for the Motorcentral business (AR).
- > Maintenance of Accounts Payable system and associated monthly reporting using Adra for reconciliations.
- > Administration of concur system, contact for credit card queries
- > Administration of BP fuel cards
- > Process and pay monthly commission payments
- > Month-end processes, including assisting with the maintenance of residual PO balances, and confirming un-invoiced commitments required to be accrued.

Always Ensure Integrity, Risk and Compliance

- > Apply a risk and compliance lens, ensure legal adherence, and manage all day-to-day risks through the appropriate channels.
- > Operate with integrity by upholding high standards in compliance and risk management through adherence to the three lines of defence model.

Living Our Values: Relentlessly Helpful, Do What's Right, People First

- > Bring your whole self every day, to proactively promote a wellness, inclusive, health and safety conscious culture at Avanti.

The Successful Candidate Will Have:

- > Senior experience in a similar role, using a large ERP system. Bonus if you have used Netsuite.
- > Experience working with multiple, international currencies.
- > Accounting degree preferred.
- > Excellent computer skills. Including word and excel.
- > Financially aware with a good grounding in the basic fundamentals of accounting.
- > Ability to work autonomously and manage own time and tight deadlines.
- > Multi-tasking skills and ability to work in a high pace high transaction environment.
- > Strong interpersonal and organisational skills.
- > Be masterful at multi-tasking and keeping pace in a dynamic and fast paced environment. Roll your sleeves up and get stuck in with a one-team approach.
- > Excellent work ethic and self-motivated, with interests in ongoing personal development.
- > Strong verbal and written communication skills.

Operational Detail

Location

Newmarket office until early 2026, then Wynyard Quarter

Department

Finance

Reporting

Head of Accounting Operations

Direct reports

This role has no direct reports

Internal relationships

All members of the Avanti Finance team

External relationships

Suppliers and third-party providers.

THE FOCUS CAPABILITIES THIS ROLE WILL DISPLAY AND BE MEASURED BY ARE:

The focus capabilities for this role are the capabilities someone new to the role should immediately be able to demonstrate competency in. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and are reviewed annually as part of the Group's Capability Framework.

Embracing Change fosters agility and resilience. Our ability to anticipate, embrace and adapt to new opportunities, including technology and new ways of working enables us to succeed and grow sustainably in today's rapidly evolving landscape.

We demonstrate **Standards of Work** through being willing compliers of regulatory requirements and our ongoing commitment to prioritising quality work practices, we ensure our business is sustainable and our customers can trust us.

We **Use Our Initiative** by taking ownership of our work, and willingly contribute ideas and new ways of thinking. We seize opportunities early, anticipate issues before they become problems and acts with a sense of urgency to achieve results.

Active Collaboration creates a supportive and productive environment. We work together by having a common goal, sharing knowledge, expertise, and resources. This is how we foster creativity, innovation, and success.

We **Provide Customer Solutions** through understanding customer needs, defining requirements and ensuring the right expertise is applied. We utilise our knowledge base of products and services and invite customers to explore options.

We take responsibility for our actions and decisions. **Being Accountable** allows us to work towards the same goals and objectives. It ensures that as individuals and as an organisation we hold ourselves to a high standard of conduct.

