Position Description

Company	**Skyline Management**	**Date**	**March 2026**
Title	**Assistant Accountant**	**Reports to**	**Group Accountant**
Team	**Finance**	**Location**	**Support Office, Queenstown**

Our Purpose

Skyline's purpose is to share real fun with the world. Gravity is our superpower. But not our only power...

The Assistant Accountant contributes to the accuracy and integrity of Skyline's financial operations by providing accounts payable, financial reconciliations, reporting and systems support across New Zealand and international businesses. The role maintains reliable financial records, supports month-end and operational finance processes, responds to business queries, and contributes to finance improvement initiatives. It coordinates payroll-related information and processes in partnership with the Payroll Lead and operational leaders, ensuring payroll input, reconciliations and supporting records are complete and accurate.

Our Strategic Goals

DELIVER: Target ROI from all SEL Business units

INVEST: In high potential businesses in outstanding locations

OPERATE: An efficient, agile and sustainable business

EMPOWER: Empower our people to deliver real fun

Our Values and Culture

Skyline Queenstown is a leader in the New Zealand travel and tourism sector. We are successful because of the commitment of our staff towards our company's purpose; to share real fun with the world. We have three values that sum up how we communicate, behave, and work together to achieve our goals. We're Skyliners. We're brave, we care, and we do everything we can to deliver real fun and make people smile.

we're brave

we care

we do

Scope of Role	
Direct reports	None
Authority	In accordance with delegated authorities and approved business plans

Key Relationships			
Internal	• Finance Team • People & Capability Team • Operational and department leaders • Employees • International site finance and payroll contacts	**External**	• Financial institutions • Auditors • Suppliers and contractors • Payroll and HRIS system providers • Government agencies, including Inland Revenue Department (IRD) and Accident Compensation Corporation (ACC)

Key Accountabilities and Tasks	Description
Accounts and Financial Records	• Ensure transactions and supporting documentation are appropriately captured, retained and available for review or audit. • Respond to finance-related queries from business units and follow up information required to complete or validate financial records. • Support the Group Accountant and wider Finance Team with financial information, data extracts and ad-hoc analysis.
Accounts Payable	• Provide end-to-end accounts payable support for the Group's New Zealand and international operations. • Complete assigned monthly accounts payable processes accurately and within required deadlines. • Maintain appropriate supplier, transaction and supporting records. • Assist with extracting and reviewing data from FlexiPurchase, the BNZ credit card system, and follow up exceptions or missing information.
Reconciliations and Financial Review	• Perform regular reconciliations between Datapay and D365 and validate salaries and wages reported for New Zealand business units. • Investigate discrepancies, obtain supporting information and assist with resolving identified issues. • Support the accuracy and completeness of information used for operational reporting, project reporting and analysis. • Provide financial information and analysis in response to operational and business partner requirements.

Business Partner and Project Support	• Assist with ad-hoc project reporting and analysis, including the collation, review and presentation of relevant financial information. • Develop effective working relationships across operational and corporate teams. • Escalate material issues, unusual transactions or control concerns to the Group Accountant.
Financial Systems, Controls and Improvement	• Assist with the implementation, testing and documentation of finance system and process improvements. • Contribute to process automation and finance transformation initiatives. • Identify practical opportunities to improve efficiency, accuracy, data quality and internal controls. • Support consistent finance processes and documentation across business units.
Contract and Obligation Records	• Assist the Group Accountant with the ongoing maintenance and enhancement of the Contract Eagle database. • Support rollout, user training and adoption across Skyline business units. • Assist with monitoring key contractual obligations, renewal requirements and the completeness of supporting records.
Payroll Coordination and Reconciliation	• Coordinate payroll inputs and supporting information in partnership with the Payroll Lead and operational leaders. • Review the completeness of time sheets, leave information and relevant BioTime reports, and follow up exceptions with leaders. • Maintain accurate employee pay information and supporting forms in BambooHR and Datapay, including approved adjustments and deductions. • Export, input and track payroll data, ensuring the integrity of information transferred between systems. • Prepare and distribute relevant leave, public holiday and termination information to authorised stakeholders. • Act as a point of contact for routine payroll queries and refer complex or technical matters as appropriate. • Support international site payroll processing, related compliance activities and process documentation. • Participate in payroll process standardisation and continuous improvement initiatives.
Recognition Administration	• Maintain long-service award records. • Maintain the Star Awards record and track FTE eligibility.
Other Responsibilities	• Work collaboratively with colleagues, fostering a supportive and positive team • culture. • Maintain flexibility by performing any other reasonable duties as requested by management.
Social, Environmental & Governance Sustainability	Ensure any actions, projects or proposals consider and proactively support the priorities of the Skyline Sustainability Framework: 

	• Ensure recycling and waste management practices are carried out where possible. • Maintain your work area to an environmentally acceptable standard. • Make suggestions for environmentally sustainable improvements.
Health & Safety	Ensure a personal and organisational commitment to, and delivery against, health and safety (Safe Place, Safe People, Safe Practices) and sustainability objectives. • Take responsibility for meeting Skyline's obligations in workplace health and safety by making sure own actions keep yourself and others safe. • Conduct your work in a safe and reliable manner, adhering to Skyline's H&S procedures. • Champion and advocate H&S where appropriate in your everyday interactions. • Undertake H&S administrative processes as required.

Knowledge, Experience & Qualifications

Essential	• A minimum of 3 years' experience in bookkeeping, accounts payable, payroll administration, financial administration, or a similar finance role. • Practical experience in bookkeeping, accounts payable, financial administration or a related finance role. • Experience maintaining accurate financial records and completing reconciliations. • Proficiency with spreadsheets and Microsoft applications. • High level of numeracy, accuracy and attention to detail. • Ability to learn and work confidently across financial, payroll and HR information systems. • Ability to meet deadlines and manage recurring processes. • Ability to work independently and collaboratively with minimal supervision. • Strong interpersonal skills and the ability to communicate with a broad range of stakeholders. • Process-oriented approach and a continuous improvement mindset. • Working knowledge of relevant policies, controls and legislative obligations applicable to assigned duties.
Desirable	• Degree-level qualification in accounting, finance, commerce or an equivalent field. • Experience in a multi-entity or international business environment. • Experience supporting budgeting, forecasting, project reporting or financial analysis. • Experience with D365, accounts payable platforms, contract databases or payroll information systems.

Person Specification / Key Attributes

Essential	• highly organised • Reliable and dependable • excellent communication skills • a positive "can-do" attitude and takes pride in their work • the ability to multi-task and the confidence to use your initiative • attention to detail and the ability to follow procedures and processes • ability to work efficiently under pressure while maintaining high standards

Change of Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment. This position description may be reviewed and amended from time to time during your employment after consultation with you.

Employee Name:	
Employee Signature:	
Date:	