

JOB DESCRIPTION			
Position	Accountant (Fixed Term - 12 months)	Division	Rockit Trading Company Head Office
Reports to	Financial Controller	Date	June 2026

Job Purpose

- This is a 12-month fixed-term position covering the secondment of the current incumbent.
- To support accurate and timely financial accounting procedures, reporting and tax compliance across the Rockit entities, Group and RAGT.
- To ensure processes and internal controls are understood and maintained throughout the business.
- To contribute to the culture of continuous improvement within the finance team.
- To train and support other finance team members.

Key Responsibilities

- Assist in the preparation of accurate and timely financial information and reporting for the Rockit entities, Group and RAGT.
- Support, review and undertake day-to-day transactional processing across the various entities as required (including accounts payable, accounts receivable, banking and journals) to maintain accurate and up-to-date ledgers.
- Assist in the Group consolidation process, including the integration of foreign subsidiary results, and intercompany reconciliations.
- Interrogate complex datasets across source systems, build and maintain Power BI reporting.
- Develop and maintain reconciliations between systems to support timely, data-driven decision-making.
- Support the Group Financial Accountant with the preparation of the audited Financial Statements, including supporting the year-end audit process.
- Support the Finance Business Partners with the development and implementation of improved financial reporting.
- Prepare GST, FBT and RWT returns.
- Assist with the maintenance of Fixed Asset Registers.
- Ensure compliance with controls, policies and procedures.
- Initiate, implement and support process improvement activities.
- Support the finance team with other tasks as and when required.

Organisational Obligations

- Demonstrate company values.

- Maintain a high standard of performance and commitment to internal and external customer service.
- Ensure confidentiality of personal and business information.
- Demonstrate commitment to health and safety and compliance with company policies.

Key Relationships

Internal:
Finance Team Members, Payroll, Data and Insights Team, DA holders

External:
Auditors, IRD, IT system providers

Personal Specification Requirements

Education

- Accountancy qualification preferred. Chartered Accountant (CA) or equivalent (or working towards) desirable.

Experience desirable

- Advanced level of computer literacy
- Experience with Xero and / or ERP systems
- Tax compliance – preparing GST, FBT and RWT returns
- Confidence interrogating large and complex datasets
- Power BI reporting
- Multi-entity consolidation, intercompany reconciliations

Knowledge, Skills & Personal Attributes

- Excellent written and verbal communication
- A positive, proactive attitude to process improvement and automation
- Accuracy, analytical skills and attention to detail
- Sound IT and data skills
- Focus on deliverables and deadlines
- Confidentiality, integrity and reliability
- Initiative and enthusiasm
- Team player

Team Values

Proactively demonstrates Rockit's values in all work and internal and external interactions.

Action Over Words

At Rockit we've never been about the talk; it's always been about the doing. Doing things that nobody thought was possible.

Unstoppable Passion



We use a simple formula; passion in the work, unbridled ingenuity and backing ourselves. We believe the world would be a better place if everyone rocked it with us.

Doing Things Differently

Doing things differently has always been part of our DNA, and it's what saw us take a punt on the world's smallest apple and turn it into a big New Zealand success story.

He Toa Takitini

Ehara taka toa, te toa takitahi, he toa takatini kē

Uniting all cultures, as we strive to make a difference within our communities and in all aspects of our environment, while being true to ourselves

Employee Signature:

Signed:

Date: