

ACCOUNTS ASSISTANT

(EXPERIENCED)

Boffa Miskell | Christchurch, New Zealand

Work within our national accounts team to provide quality financial services to our consultants..



For more information about us, visit our website:

www.boffamiskell.co.nz

Send your CV to:
joinus@boffamiskell.co.nz

Closing date:
Monday 11 February 2019

Please note, we like to consider applications as they are received, so encourage you to get in touch with us soon.

We are seeking an experienced, professional, motivated and highly organised Accounts Assistant to join our Christchurch office. This full-time role is part of a National team and will support our Christchurch, Dunedin and Queenstown offices.

This role is responsible for providing a quality financial service to our Consultants through invoicing, accounts payable, accounts receivable/credit control, disbursements co-ordination, updating client / project information; and assisting with project budgets.

We are seeking candidates who have the following skills, attributes and experience:

- At least 3 years' experience in a similar role.
- Intermediate level skills in Microsoft Excel.
- Well-developed numeric skills.
- Are highly organised, proactive, reliable and able to manage and deliver multiple tasks in a timely fashion.
- Excellent written and oral communication skills, and the ability to communicate effectively both in-person and over the phone.
- A collaborative working style, and the ability to relate to a diverse range of people.
- An excellent eye for detail.
- Strong problem-solving skills to trouble shoot on-the-fly.
- The legal right to work within NZ

We provide a challenging, yet highly supportive and collaborative team environment.

Boffa Miskell is a leading New Zealand professional services consultancy. We are employee-owned and have been in business for 45 years. We work in partnership with our clients to fully understand each project, explore its possibilities and provide creative solutions based on sound knowledge and experience. We bring together professionals with an integrated environmental view, the ability to think creatively and with leadership and collaboration skills to deliver award-winning projects.