



Position Description

POSITION	Senior Finance Administrator (Full-Time, Fixed Term – 6 months)
HOURS	40 Hours per Week
LOCATION	Wellington
RESPONSIBLE TO	Group Finance Manager
EFFECTIVE	June 2025

Context of the Position

The position is a full time, fixed term role for 6 months.

The Senior Finance Administrator will provide financial support to the *Allen + Clarke* group, across our two offices in Wellington and Melbourne. The role will be part of the finance team and help ensure the company manages its finances well, tracks progress and reports effectively.

The Senior Finance Administrator is expected to be located on-site in our Wellington office at least three days per week with the other days able to be done from home once onboarding is complete.

About *Allen + Clarke*

Allen + Clarke is a respected consultancy that supports the public sector, not for profit and private sector clients in New Zealand, Australia, the Pacific and Asia. Operating for more than 20 years, we have over 60 team members across our offices.

Allen + Clarke delivery consultancy work to our clients in the following areas:

- Organisation strategy and planning
- Evidence-based policy, research, and evaluation
- Project and programme management
- Consultation and engagement processes
- International development assistance

Purpose and Key Accountabilities

The Senior Finance Administrator will report to, and work closely with, the Group Finance Manager to deliver accurate financial data. The Senior Finance Administrator will confidently step in and help with the smooth running of all financial matters, no matter what the task.

Role purpose	Key Accountabilities and Deliverables
Financial Administration	<ul style="list-style-type: none"> • Monthly analysis and reconciliation of balance sheet accounts • Transactional processing as required including accounts payable and receivable • Project analysis, reconciliation and reporting • Bank account, debtor and creditor management to ensure balances are correctly reflected and outstanding amounts are collected and paid on time • Reconciliation of sub-contractor accruals, invoicing and expenses • Maintaining and improving financial processes and controls • Assist with the transition to a new finance system • Undertake other tasks and projects as required
General Business	<ul style="list-style-type: none"> • Support the customer service goals and standards of <i>Allen + Clarke</i> by ensuring prompt and appropriate responses to customer (internal and external) and supplier enquiries • Adhere to and promote <i>Allen + Clarke's</i> management policies, practices and values

Who we're looking for

Experience and Technical Skills

- Have accounts experience in a similar role with a strong focus around month-end deadlines and accuracy of work
- Microsoft Excel to an intermediate level and experience with a range of accounting systems
- Have a sound knowledge of accounting principles and be able to analyse and reconcile accounts with excellent attention to detail

Personal attributes

- Be a good communicator with the ability to work independently and as part of a team
- Highly organised and able to manage multiple tasks and deadlines.
- Self-motivated and driven