

## ACCOUNTS ADMIN JOB ADVERTISEMENT

### Key Details:

- **Title:** Accounts Admin
- **Rate:** \$28 per hour
- **Expected Hours:** 9 hours per week
- **Location:** 5 Kingsford Smith Drive, Rangiora

### Responsibilities:

- Preparing budgets regularly.
- Monitoring expenditure and profits and providing reports.
- Managing business accounts, payroll and preparing financial statements.
- Reconcile bank accounts.
- Invoicing and credit control.
- Monitor inventory levels and raw material.
- Document deliveries and shipments to update inventory.
- Prepare detailed reports on inventory operations, stock levels, and adjustments.
- Evaluate new inventory for quality assurance.
- Perform weekly analysis to predict potential inventory problems.
- Order new supplies to avoid inefficiencies or excessive surplus.
- Analyse different suppliers to obtain the best cost-effective deals.

### Requirements:

- At least one year of accounting experience.
- Strong computer skills and proficiency in Xero, MS Office and Outlook.
- A solid understanding of financial processes such as bookkeeping and tax filing.
- Basic mathematical skills.
- Excellent verbal and written communication skills.
- Good organisational and time management skills.
- The ability to work on multiple projects simultaneously while maintaining accuracy.
- The ability to collaborate with other team members, clients, and suppliers.

### Opportunity:

We are looking for an accounts administrator to join Koru Nutrition's operations team. You'll be performing a variety of accounting duties, such as reconciliation, bookkeeping, invoicing, and inventory control. Your main objectives are to manage the company's financial processes and operations, which include reviewing invoices, running payroll, budgeting, and inventory management.

**The ideal candidate for this role would have accounting experience, a love for numbers and enjoy working within a team.**

### About Koru Nutrition:

We are a young, high-growth Christchurch-based natural health company that develops natural products to make ageing enjoyable. We sell online and through pharmacies nationwide.

We're a tight-knit team with a sense of humour and a genuine interest in seeing the best outcome for our customers. We believe in our products and work hard to communicate why - and to support our customers in making choices that will enhance their health, wellbeing, and quality of life.

We value integrity, humility, gratitude, and excellence, and enjoy banter, bad jokes, office memes and regular morning teas. We reckon we've got a great culture and we think you will too.

### Applications:

To apply, please provide a CV to [careers@korunutrition.co.nz](mailto:careers@korunutrition.co.nz) outlining your experience including references.