



NEW ZEALAND THOROUGHBRED RACING

FINANCIAL ACCOUNTANT
RECRUITMENT BRIEFING PACK

New Zealand Thoroughbred Racing Inc
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ABOUT NZTR

New Zealand Thoroughbred Racing (NZTR) is the regulatory and governing body for the sport of Thoroughbred racing in New Zealand. We are on a mission to create a sustainable and successful Thoroughbred Racing Industry for Kiwis to enjoy for many generations to come!

Racing is a significant contributor to the New Zealand economy, accounting for a remarkable \$1.6 billion (0.9% of GDP) and directly employing around 10,000 individuals.

At NZTR, we oversee all aspects of Thoroughbred racing, from licensing and registrations to setting the races and ensuring the wellbeing of our people and horses. Our industry is in the midst of some exciting dynamic change, with NZTR relocating to Cambridge, the heart of Thoroughbred racing, and an exciting new wagering partner, Entain. Together, we are driving the much-needed transformation to thrive for many years to come, attracting new talent and engaging a new demographic of punters, owners, and racing enthusiasts.

Join us at NZTR and be part of a team that is at the forefront of this exciting period of transformation in the New Zealand's Thoroughbred racing industry!

Our Purpose

To lead, advance and elevate the New Zealand Thoroughbred Racing industry.

Our Vision

A sustainable and successful Thoroughbred Racing industry in New Zealand.

Our Values

- Respect
- Integrity
- Innovation
- Collaboration
- Excellence



THE ROLE

We have an exciting opportunity for a Financial Accountant to join our Cambridge-based team. Reporting to the Finance Lead, this role is all about managing accounting requirements and optimising financial systems to ensure accuracy, efficiency, and compliance in everything we do.

As part of a small and collaborative finance team, you'll have the chance to take ownership of key processes, including preparing accounting journals, balance sheet reconciliations, and financial statements. You'll play a critical role in preparing annual reports, responding to audit queries, and supporting the budgeting process. This role is also about analysing financial data, identifying system discrepancies, and driving corrective actions to make sure our systems are operating at their best.

But it's not just about maintaining the status quo – we're looking for someone who can bring fresh ideas and help us streamline financial processes, enhance system functionality, and drive positive change across the finance function.

We're a small group of enthusiastic and like-minded individuals who share a passion for driving our industry forward. We thrive in a collaborative environment where we learn from each other, share ideas, and always look for new and innovative ways to get the job done.

We're on the lookout for a Chartered Accountant or someone with an equivalent qualification or minimum of 3 years' experience. Strong technical and analytical skills and a sharp eye for detail will be key to thriving in this role, along with the ability to communicate clearly and effectively.



SKILLS AND EXPERIENCE

Person Specification

Success in this role will require the following:

- Bachelor's Degree in accounting, finance, economics or a related field.
- Chartered Accountant designation or equivalent qualification or experience is required.
- At least 3 years experience in Finance roles.
- Strong analytical skills.
- Attention to detail.
- Proficiency in accounting and finance software and systems.
- Excellent communication skills
- Strong Microsoft Office skills.
- Demonstrate ability to build a network of working relationships within an industry.

Other Attributes:

- Projects a positive image of the team and NZTR.
- Exercises sound judgement in problem solving.
- Demonstrates financial and business acumen.
- Demonstrates a continuous improvement mindset to improve business outcomes and business processes efficiency.
- Promotes change and innovation. Encourages knowledge and idea sharing and implements new initiatives.
- Continually look for ways to improve analysis and reporting for the business and recognising opportunities to provide new, informative statistics.
- Builds effective relationships and maintains credibility.
- Proficient at conveying information and ideas clearly and accurately.
- Ability to remain calm under pressure.
- Demonstrated ability to utilise technologies relevant to the position.
- Ability to set priorities and meet deadlines and commitments.

KEY ROLE ACCOUNTABILITIES

Financial Accounting

- Preparing accounting journals and balance sheet reconciliations.
- Managing the asset register and depreciation.
- Preparing financial statements including monthly and annual statements such as balance sheets, income statements, and cash flow statements in accordance with applicable accounting standards and legislation.
- Preparing annual reports and responding to audit queries.
- Ensuring all tax obligations are met, preparing tax returns, and identifying tax-saving opportunities.
- Ensuring compliance with internal policies and external regulations, including tax laws.
- Monitoring and resolving any discrepancies in financial records.
- Assisting in the preparation of budgets.
- Identifying opportunities to streamline financial processes and enhance system functionality to improve efficiency and accuracy. Working with the Finance team, IT team and external system suppliers to design, test and implement process and system changes for these streamlining opportunities, and in response to new business initiatives.
- Review and analyse financial data to identify system discrepancies and take corrective actions as necessary.
- Provide training, support and procedure documentation to finance and non-finance staff on the use of financial systems, processes and tools.
- Ensure effective utilisation of Finance system supplier support hours.
- Supporting the treasury function including reviewing and approving bank payments.
- Supporting and providing cover for general Finance responsibilities.

THE RECRUITMENT PROCESS

1. Search

This process will take place by using a variety of media platforms including industry channels and networks. During this period our Head of People & Culture may contact you to discuss initial screening questions.

2. Recommendations for shortlist and shortlist interviews

After the screening process, our Head of People & Culture will make a recommendation (with a summary report for each candidate) to the Hiring Manager.

Candidates selected from shortlisting will be contacted and invited to participate in the first round of interviews with the hiring manager and a possible second NZTR representative.

There may be more than one interview/discussion and other key stakeholders may be involved as required.

3. Due diligence and decision

Reference checking, police records and other online searches will take place for the leading candidate. Once all checks have been made, the interview panel will discuss and agree an appropriate offer to make to the selected candidate, offer letter prepared and agreement drafted for advice and review.

Unsuccessful candidates will be notified.

4. Contact Information

For more information on this role, please contact our Head of People & Culture on Tharsha.Adamstein@nztr.co.nz



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PUREI HŌIHO NĀTI O AOTEAROA