



# NEW ZEALAND THOROUGHBRED RACING

MANAGEMENT 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 Management Accountant to join our Cambridge-based team. Reporting to the Finance Lead, this role is all about partnering with Cost Centre Managers to support informed decision-making and enhance organisational performance by delivering accurate and meaningful financial insights.

As part of our small and collaborative finance team, you'll take ownership of key responsibilities like preparing management reports including variance analysis and commentary. You'll also monitor and evaluate the financial performance of departments and projects, offering financial advice and support to staff, and Cost Centre Managers.

Beyond this, you'll play a vital role in supporting the budgeting and forecasting processes, payroll processing and accounting, as well as the treasury function, including cash forecasting and investments. This role offers the opportunity to make a real impact by providing valuable insights and driving efficiency across the business.

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 3 years' experience with a talent for financial analysis and business partnering. Strong analytical skills will be key to thriving in this role, along with the ability to communicate clearly and effectively, both in writing and in person.



# 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, with a focus on financial analysis and business partnering.
- Strong analytical skills.
- Excellent communication and presentation abilities with the ability to influence senior stakeholders.
- Strong Microsoft Office skills.
- Strong understanding of accounting and finance systems.
- 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

## Management Accounting

- Preparing accounting journals and balance sheet reconciliations.
- Preparing detailed management reports, including variance analysis and commentary.
- Monitoring and evaluating the financial performance of different departments and projects.
- Providing financial advice and support to staff, cost centre managers and recognised industry organisations to help them achieve their financial goals.
- Analysing and controlling costs to improve efficiency and profitability.
- Tracking and analysing financial and non-financial KPIs to support internal and external reporting.
- Supporting the budgeting and forecasting processes and providing insights for strategic planning.
- Identifying financial risks and developing strategies to mitigate them.
- Assisting in the evaluation and financial management of investment opportunities and capital expenditure projects.
- Developing and implementing financial policies and procedures to ensure effective financial management.
- Ensuring compliance with internal policies and external regulations, including tax laws.
- Supporting payroll processing and communications. Completing payroll accounting, reporting and variance analysis.
- Supporting the treasury function including cash forecasting and investments. Reviewing and approving bank payments.
- Managing loan balances and communicating payments due and balances to relevant stakeholders.
- Assisting with the preparing of the annual report and responding to external audit queries.
- 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](mailto:Tharsha.Adamstein@nztr.co.nz)



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PUREI HŌIHO NĀTI O AOTEAROA