



Accounts Administrator

Full Time Permanent

An exciting opportunity has been created for a highly professional Accounts Administrator to join our Castaway team, Castaways Resort is within 50 minutes from the Auckland CBD, situated on the spectacular Wild West coastal cliff tops of Karioitahi Beach Waiuku.

Castaway Resort offers a range of accommodation options including two bedroom chalets and one bedroom studios along with a Glam Camping area set above the main resort. The Resort also features a restaurant, a dedicated wedding venue, conference and meeting rooms, a range of adventure activities and the stunning Bersantai Day Spa.

The successful applicant will be a key member of the team.

Our team requires a flexible and responsive person who has a positive, approachable manner, they should relate well with a wide range of people and have the ability to participate fully as a team member. We have full time position available with working hours Monday - Friday with an immediate start offered.

In this position, you'll be managing Debtors, Creditors, while working within timeframes and deadlines. You will be involved with database integrity and compiling client information and bank reconciliations. Preparation of daily and monthly related financial transactions and journals whilst preparing timely financial reports for management along with meeting our tax obligations and GST returns. Payroll, You will have proven experience in bookkeeping, financial administration or previously held a role as a company accountant.

The successful applicant will be naturally driven to improve systems, and have exceptional attention to detail with the highest level of accuracy this is a must for the role.

Strong Knowledge of Xero Accounts software would be hugely beneficial.

A New Zealand Citizenship or Permanent Resident is required. All enquiries will be treated with confidence.

If you believe you have what it takes to work in this fantastic location, please email your CV to: hr@capstonehotels.co.nz

Successful applicants only will be contacted.

Applicants for this position should have NZ residency or a valid NZ work visa.