

CORYS ELECTRICAL LIMITED

POSITION DESCRIPTION

Role Title: Finance Specialist

Reports To: TBA

Direct Reports: Nil

Location: Auckland National Office

PURPOSE OF THE ROLE

The Finance Specialist provides essential support to the Finance team by maintaining accurate financial records, managing asset portfolios, and ensuring compliance with internal controls and external regulations. This role is responsible for the administration of the organization's motor vehicle and building property portfolios, as well as performing bank reconciliations and other core financial tasks.

KEY TASKS

DELIVERABLES

Finance Administration

- Maintain accurate financial records and ledgers.
- Process invoices, receipts, and payments in line with company policies.
- Assist with budgeting, forecasting, and preparation of financial reports.

Bank Reconciliation

- Perform daily, weekly, and monthly reconciliations of bank accounts.
- Investigate and resolve discrepancies between bank statements and internal records.
- Prepare reconciliation reports for management review.

Compliance and Audit

- Ensure adherence to accounting standards and company policies.
- Support internal and external audits with required documentation.
- Maintain confidentiality and integrity of financial data.

Health and Safety

- Safety starts with me
- Actively participate in safety initiatives
- Wear your PPE when required
- Ensure Health and Safety standards, policies and procedures are fully understood by self
- Report accidents, incidents and near misses where required

KEY RELATIONSHIPS

Internal

- Finance Team
- Branch Network
- Support Office and Head Office
- Other staff members

External

- Custom Fleet
- General suppliers

PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES

Building Trust	Interacting with others in a way that gives them confidence in one's intentions and those of the organisation.
Contributes to Team Success	Actively participates as a member of the team towards completion of goals.
Coaching	Providing timely guidance and feedback to help others strengthen specific knowledge/skills areas needed to accomplish a task or solve a problem
Strategic Partnerships And Relationships	Builds strategic alliances and partnerships within the business to collaboratively execute business strategies
Customer Focus	Ensuring that the customer perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers' and own department's needs
Initiating Action	Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive
Managing Work	Effectively manages multiple demands, managing one's time and resources to ensure that work is completed efficiently and on schedule.
Quality Orientation	Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

Knowledge, Experience and Skills

- Strong knowledge of accounting principles and financial systems.
- Excellent attention to detail and analytical skills.

- Strong organizational and time management abilities.
- Effective communication and stakeholder management skills
- Bachelor's degree in Accounting, Finance, or related field (preferred).
- Minimum 2–3 years' experience in financial administration.
- Experience managing asset portfolios (vehicles, property) desirable.
- Demonstrated ability to perform accurate bank reconciliations.

OCCUPATIONAL HEALTH & SAFETY

Physical Consideration

Corys Electrical is committed to ensuring that employees' Health and Safety is not compromised either by the work environment or by work process and procedures. The company makes every effort to –

- Provide a safe and healthy work environment; and
- Reduce the risk to employees arising from identified hazards.

The company takes all reasonable steps to ensure that individuals are not appointed to positions which will endanger their health. It also ensures that all significant hazards associated with positions are identified.

As part of its occupational health and safety practices, the company may require a prospective employee to complete a health questionnaire prior to any offer of employment, in order to ensure that potential risks to employees are identified.

POTENTIAL HAZARDS

Activity	Hazard
Computing	<ul style="list-style-type: none"> • Use of computer monitor • Occupational overuse syndrome
Telephone use	<ul style="list-style-type: none"> • Cradling of receiver rather than using a headset.