



Position Title: Assistant Management Accountant

Date: November 2025

Location: Tahua Hub, Takapuna

Reports to: Finance Business Partner
(Hospitality)

Who we are:

Tahua Partners Limited is a great Kiwi business, home to well-loved brands in retail and hospitality. Inspired by a common vision and a shared passion for hospitality/retail, we strive to serve our communities in a truly unique way based on our heritage in Aotearoa. Each of our business units operate independently as they face the market, but are supported by resources, skills and solutions available through the Tahua community (e.g: Information Services, Finance, Payroll, Strategy Development, Project Management, Property, and People and Culture). Each business celebrates its own unique culture, however we are all connected through the Tahua values of 'better', 'manaakitanga' and 'whanaungatanga'.

Why you'll love this role:

You will support the Hospitality Brands, to ensure that the significant P & L items in restaurants are analysed, controlled and are optimised. This role has loads of variety, where one day you will be monitoring Cash and reconciling Delivery Partner Commissions and the next day, you will be involved with preparing the Repairs and Maintenance expenses for the period or budgeting for Printing & Stationary.

This is your chance to fully understand the financial levers of each restaurant and be able to influence and implement operational process.

With system changes coming up this is a great time to join and grow with these changes.

What you'll deliver in this role:

- Assists with the preparation and review of monthly management accounts, with an emphasis on P&L's, Cost Centre Reporting and the development of Corporate Analysis and any other monthly accounting requirements.
- Contribute to the annual budget process, with particular focus on repairs and maintenance, operating supplies and printing & stationary.
- Support the business with timely, accurate and effective financial information, interpreted as required.
- Analyse Delivery Sales including weekly reconciliations across the brands
- Teach and coach Restaurant managers to understand the P&L's.
- Update the sales files daily and cross check against the reporting systems, identify where there are variances in the numbers.
- Assist with weekly and monthly KPI reporting and operating costs, highlighting areas of risk and opportunity.
- Provide the business with ad-hoc analysis and reporting, as required.

- Ensure your customers receive timely and professional service.
- Display teamwork and collaboration in all your actions and live the Company values.
- Participate in project work as required.
- Be proactive and supportive of the Finance team and contribute towards the achievement of the Finance goals and the broader organisational objectives.
- Role model safe work practices and contribute towards ensuring the workplace is a safe and healthy environment for yourself and others.
- Raise any issues or concerns around safety to your manager or health and safety advisor, elevating if appropriate.
- Complete any other relevant duties as directed.

What you'll bring to the role:

EXPERIENCE:

- A minimum of 1 - 2 years in a financial and/or management accounting role within industry.
- Relevant qualification e.g. Business Management Degree
- Working towards CA qualification. E.g. CA ANZ (GradDipCA)

SKILLS:

- Strong analytical, numerical and related technical skills.
- IBM PA and Netsuite experience desirable.
- Excellent excel skills.
- High level of accuracy and outstanding attention to detail.
- Highly organised with excellent time management and work planning skills.
- Proactive, and action oriented with excellent communication skills.
- Robust, resilient and able to work with varying levels internally and externally.