

Position Title:	Accounts Payable Administrator (Hospitality)	Date:	August 2026
Location:	Tahua HUB, Takapuna, Auckland	Reports to:	Accounts Payable Team Lead
Department:	Finance - 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:

Our hospitality brands are thriving! Great business means we have a busy finance team, and this is an opportunity for a highly organised and detail orientated Accounts Payable Administrator to join our mighty Hospitality Finance Team. Finance is the lifeblood of any organisation, and you'll get to play a part in maintaining and improving our financial health as we grow in the future.

If you love attention to detail, processing volumes, solving puzzles and uncovering discrepancies, then this is the role for you as managing payables requires a keen eye for detail and analytical skills. Confident with financial systems, you'll contribute to the success of our businesses through smooth functioning of accounts payable, and a variety of critical reporting that helps put the right information in the right hands to make essential business decisions.

We work at pace, and you'll be exposed to a variety of tasks with a focus on continuous learning and improvement. You'll be working as part of a small, fun, but high-performing hospitality focused-team who work closely together and will provide great support and encouragement. As an added bonus you'll be located in open, light new offices, with an in-house Starbucks café, overlooking Takapuna Beach.

What you'll deliver in this role:

- Accurate and timely management and delivery of the accounts payable processes across the supported brands.
- Swift investigations and resolutions of any discrepancies or variances found during the payables process, maintaining clear documentation of processes and outcomes for auditing purposes.
- Liaising with suppliers, stores and support office teams to resolve any queries in a timely manner.
- Strong end to end accounts payable process abilities; demonstrating speed and precision. Follow up of unapproved invoices in a timely manner.

- Store purchase order invoices – review any discrepancies/exceptions and mismatches in Oasis and follow up.
- Review and clear Oasis exceptions for non-purchase order suppliers.
- Update and maintain accurate financial records, including supplier records and master data, in the accounting system, and completing all routine month-end duties in a timely manner.
- Ensure that monthly supplier statements are reconciled.
- Complete regular bank reconciliations, investigating and resolving any discrepancies in a timely and accurate manner.
- Effective support to the team on other administrative tasks.
- Assist with training stores to ensure that they are following the correct process.
- Expense claims processed in a timely manner.
- Ensure that credit card process is completed and uploaded to Netsuite.
- Process petty cash re-imbursement claims
- A collaborative attitude with the willingness to work closely with other team members to achieve departmental and business goals.

What you'll bring to the role:

- At least 2-3 years experience in an accounts payable role or similar finance-related role.
- Solid experience using financial systems. Previous knowledge of NetSuite, Oasis and Prospend is an advantage.
- Strong Excel skills.
- A high level of attention to detail, with a keen focus on accuracy. Strong analytical and problem-solving abilities.
- The ability to work at pace, under reasonable pressure and with little supervision to meet deadlines, set priorities and deliver the requirements of the role.
- A high degree of resilience and adaptability to cope with unexpected, changing environments. Responsive to varying business demands.
- Huge energy and determination. Fun, real and professional (without being corporate or formal)
- Excellent written and oral communication skills, including building and maintaining strong working relationships with internal and external stakeholders.
- A great team player, recognising that the entire team functions more effectively as a whole, rather than the sum of its parts.