



Finance Assistant-Office Coordinator

At SnapComms, we make internal communications mighty. We're an award-winning, innovative software company which started small and is now taking on the world.

We've developed a suite of powerful internal communication tools to help organizations better inform, engage and inspire their staff. These range from high-impact emergency alerts and scrolling tickers, to screensavers and interactive surveys. Today, our software is used by more than 2.5 million employees in 75 countries.

Our customers are large organizations from different industries (healthcare, financial services, frontline, education and more) and part of the world (the Americas, UK, Asia and elsewhere).

SnapComms has grown into a successful, fast-growing organization by making people the core of everything we do. We're a diverse and inclusive team with an unbeatable team culture based around collaboration, continuous improvement and a commitment to employee experience. We're future-focused, working closely with customers to deliver the best solutions for their needs – today, tomorrow and beyond.

But the SnapComms story is just beginning. That's where you come in...

What is the Role?

This is an exciting and newly created role for Finance Assistant-Office Coordinator to join our team in a true support role that will see you working alongside the Finance and People & Culture teams as well as the wider SnapComms community.

We operate in a highly dynamic, fast-paced technology space. So, you'll relish the challenge of providing financial support.

Who are we looking for?

We are looking for a true support superstar that thrives in a busy and rewarding environment. Someone who can communicate effectively across an organisation at all levels. Our ideal person is honest, reliable and must enjoy working with people and building solid, long-lasting relationships.

What will your day look like?

You will be responsible for a variety of finance and office management related tasks that will include processing group payroll, managing our creditors and debtors, maintaining files and vendor information, as well as office management activities and supporting various stakeholder requests. This will be a busy role that will have a lot of finance and office management scope as well as future growth. You will be the glue that holds us together.

What sort of person are you?

You are super organized, with exceptional time management skills. You have strong attention to detail with a positive and outgoing personality and well-developed communication skills, both written and verbal.

You must be able to work in a tight-knit team but also independently as needed. Most importantly you are curious, have a growth-mindset and love to develop and grow yourself both professionally and personally.

What can you back it up with?

You'll have at least 2 years' experience in a similar role where you have been exposed to finance best practices, office management related activities and meeting the needs of a growing, fast-moving organization.

What's in it for you?

SnapComms is an amazing place to work. How amazing? You'll be well-fed with monthly staff BBQs, weekly fresh fruit and celebratory cakes. You'll be inspired by our location near Takapuna beach, with offices full of natural light and a large sunny deck for lunch or relaxing. You'll be motivated by celebrating shared successes across the whole company, with regular off-site team-building events.

When you invest in us by joining the team, we invest in you through professional development – travel, training and mentoring opportunities to expand your knowledge and grow your skills.

We firmly believe in work/life balance, so you'll be able to work from home some days, enjoy flexible hours and wear casual attire.

You'll also receive a commute to work incentive, and paid volunteering days – as well as doing a job you love in an environment that encourages you to be your best every day. See more about being part of the SnapComms team [on our website](#).



If the above sounds like you, go ahead and apply by sending your CV and a cover letter telling us a bit about you, why this opportunity excited you and how your experience can contribute to our success to jobs@snapcomms.com