



## Tax Administrator

### Gore /Permanent Full-Time

Macdonald Perniskie are a people focused accounting practice committed to helping our clients grow and sustain stronger businesses.

Due to a vacancy within our practice, we are currently looking to recruit a Tax Administrator. This role handles and communicates all tax administration matters to IRD, our clients and staff. This role is suited for a person with a high level of maturity and ability to follow processes.

Day to day you will be responsible for:

- Importing client mail from IRD and matching to our software;
- Notifying staff and clients of any necessary action resulting from IRD mail;
- Creating provisional and terminal tax letters and checking and sending these;
- Tax pooling;
- Assist partners and senior staff with tax requirements of our clients.

What you will bring to our team:

- Experience in tax administration and the NZ tax system would be helpful but not necessary.
- Strong organisational skills and ability to manage multiple client's tax commitments.
- Be passionate about helping clients in all areas of their tax commitments.
- Have good communication with people and a high level of presentation.

### Life at Macdonald Perniskie

Macdonald Perniskie offers a rewarding career with a range of benefits to support your life to enable you to thrive and grow professionally. We believe to be successful you must be driven, people focused and inspire the people around you. As well as a competitive remuneration package, we offer the following:

- Flexible working arrangements.
- Career and professional development opportunities
- Health insurance cover and access to discounted cover for your family.
- An invitation to join our local social club and enjoy organised events.
- An array of health and wellness benefits such as free flu vaccinations.

If interested, please apply for the role by submitting your CV to Human Resources at [hr@mpltd.co.nz](mailto:hr@mpltd.co.nz) by 14<sup>th</sup> March 2025.

All applications are strictly confidential.