



Finance and Administration Director

PikPok is looking for an experienced finance executive to join our world beating videogame publishing team!

The ideal candidate will have considerable financial management experience in a high volume transaction-based export business with a large number of foreign partners. You will be diligent and proactive. You must be a strong communicator and should enjoy collaborating to build and manage processes that deliver timely and accurate financial outcomes.

Responsibilities:

- management of finance, human resources, and administration staff
- liaison with external finance support staff and consultants
- general finance, payroll, invoicing, reconciliations
- managing tax obligations and corporate compliance
- bank and IRD liaison, petty cash, credit management, foreign exchange
- cashflow management, project revenue projection support
- royalty reporting, payment, and collection
- studio/departmental/project budget process establishment/facilitation/training/updating
- policy/audit/maintenance of staff cost rates for budgeting and cost attribution purposes
- monetization partner financial setup, maintenance, reconciliations
- legal and financial records and maintenance
- facilitating improvements in HR policy
- expansion and improvements of staff benefits, equity plan
- financial reporting to the board of directors
- documentation/reporting/support for grants and investment

Requirements:

- CA qualified with a minimum of 5 years experience in a similar role
- Experience in budgeting, forecasting and financial reporting, accounting and tax processes
- Excellent communication and interpersonal skills
- Experienced in managing small teams
- Knowledge of management and planning in medium sized companies
- Strong negotiation and mediation skills

Contact:

Please send your application along with a digital copy of your resume/CV to: careers@pikpok.com.
Additional contact details can be found below and by visiting us online at www.pikpok.com