



POSITION DESCRIPTION

Job Title: Retail Services Administrator

Department: Finance Team

Location: Head Office

Reports to: Retail Services – Senior Administrator

Reviewed: November 2025

ROLE OBJECTIVE

The main objective of the role is to provide financial accounting transactional support to the Retail Services division of the Seeka Group, by ensuring that timely and accurate financial processing occurs within the agreed procedures.

KEY RESPONSIBILITY: Accounting

DUTIES

- Assisting in accounts payable processing, including supplier statement reconciliation
- Assisting in accounts receivable invoice processing in Fresh Sales and Greentree
- Process bank payments for foreign currency creditors
- Updating FX rates in Accounting System
- Follow up on account queries.
- Liaise with Order and Supply Coordinator and Fresh Market team.
- Assisting with month end processes and general ledger reconciliations
- Assisting with other functions of the finance team as and when required including dealing with ad-hoc queries from various stakeholders.

KEY MEASURABLES

- Best practice accounting procedures are followed ensuring accuracy and timeliness of work produced.
- Deadlines are adhered to through prioritisation of work.

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Role specific knowledge: 3+ years administration experience
- Software/Technology: Previous experience using software and other computer-based technology either in Seeka specific programmes (Fresh Sales, Greentree)
- Microsoft Office Suite: Intermediate
- Accuracy: Accurate and efficient data entry.
- Numeracy: Experience working with and a good understanding of financial information specific to the role
- Industry Knowledge: Experience working within kiwifruit, horticulture or primary industry is preferred.
- Process Improvement: Experience improving company process or policy.

PERSONAL ATTRIBUTES

- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues and the public). Able to raise issues with the manager as they arise.
- Attention to detail: Ensure accurate data entry and coding. Able to process a large volume of invoices with limited errors.
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business.
- Able to work with multiple deadlines and meet these deadlines.
- Self-motivated/Self-managed/Self-starter: Has an underlying concern for doing things better. Is self-driven, self-motivated and enthusiastic.
- Flexible: Able to complete tasks as they are given and be open to completing different tasks as they arise.
- Team player: Able to work effectively with others to achieve an optimal outcome.

SIGNED IN AGREEMENT

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above.

_____ Date:

Signed in agreement by the employee

_____ Date:

Signed on behalf of Seeka Limited