



**St Margaret's College**  
Balanced foundations, bright futures.

## Management Accountant Permanent

St Margaret's College offers a unique education for girls from Year 0 through to Year 13, both boarding and day girls. We offer students a dual academic pathway with NCEA and the International Baccalaureate Diploma and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

### The Role

Working as part of our small and dedicated finance team, this role is crucial for providing financial analysis and insights that support strategic decision-making and ensure the efficient allocation of resources and the maximisation of income. The ideal candidate will be a skilled and qualified professional with a strong understanding of management accounting principles and a passion for contributing to an educational environment.

This is a permanent full time role, however we are open to part-time hours for the right candidate. The position is based onsite at the school.

### About you

We are looking for someone with:

- extensive experience in preparation of management accounts, budgeting, forecasting, cost management and analysis
- ability to build and maintain models or implement and manage budgeting, forecasting and costing systems
- strong analytical and problem-solving skills
- unrivaled attention to detail and accuracy
- strong ability to prioritise and manage multiple tasks
- minimum 5 years of experience in management accounting or similar financial analysis role
- proficient in use of accounting software and advanced MS Excel skills
- excellent communication and interpersonal skills with the ability to explain complex financial information to non-financial stakeholders
- Ability to work independently and as part of a team

Experience working with MYOB Greentree, and Ready Tech Workforce Systems would be an advantage, but full training will be provided.

If this sounds like you and you would like to join our close-knit team, supporting the school's success, we would love to hear from you.

A position description is available on our website: <https://stmargarets.school.nz/explore-our-college/work-at-smc/>

To apply, please send your CV and cover letter by email to Kathryn McBride, Financial Controller at [recruitment@stmargarets.school.nz](mailto:recruitment@stmargarets.school.nz)

Applications close on 2 September 2025 at midnight.