

# Finance Manager- initial six-month contract (with potential to become a permanent role)

**Location: Central Auckland**

## Job Description

### Description

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At MATTR we are creating the tools to support decentralised identity and verifiable data. We are looking for passionate people that thrive working on evolving technology. You will have a strong delivery gene and a keen interest in establishing MATTR's financial backbone. MATTR is delivering a new category of tools to support the next generation of the internet – the web of trust.

As MATTR grows, we need your help to set up for the implementation phase and establish the Finance procedures that will set MATTR up for the future. This six-month contract opportunity is now available, working closely with our CEO acting CFO and leadership team to build out the financial backbone, implement best practice processes, modelling, reporting and systems to enable and drive revenue growth.

MATTR is in a unique situation as a stand-alone company backed by Spark. You will have the scope to create an outstanding finance foundation at MATTR the opportunity to tap into experts in the finance function at Spark for particular areas of expertise. You will be a natural collaborator, capable of working with leaders both within MATTR and with our external stakeholders and investors, establishing systems and processes that will support MATTR's expansion.

This is your chance to apply your skill-set and build something from the ground up.

### What you will be doing:

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- Establish best in class business practices, that create a stable and scalable backbone for future business growth
- Carry out all aspects of financial management working with the MATTR leadership team to develop the business plan and appropriate business processes
- Support the development of financial and commercial acumen across the company to assist effective business decision-making
- Undertake the development of materials to assist business casing, investment funding rounds, research grant applications, tax credit schemes and other funding initiatives.

Pick up and continue implementation of processes and operations with appropriate systems and controls to support:

- financial management and reporting, planning analysis and forecasting
- accounts payable, accounts receivable, payroll and fixed asset register
- cash management practices

- business control and compliance and risk management

Complete key end-of-month financial reporting in a timely manner. This involves journal processing and analysis, forecasting, reporting of month end and year end. Completing of balance sheet reconciliations.

- Build financial models that support MATTR initiatives and then tracking them through to completion.
- Looking beyond the numbers, always looking to improve ways of working and looking for opportunities.
- Work closely with Spark finance teams to report monthly results in the required format

### **What are the skills and requirements needed?**

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- Financial / Management Accounting experience of at least 3 years
- Proficient accounting knowledge, this includes month end journals and balance sheet reconciliations.
- Commercial experience and an entrepreneurial approach
- Being proficient in Xero, with strong skills in excel and other data manipulation tools.
- System skills to create and drive efficiency and automation of reporting.
- You will have shown that you can build strong relationships across an organisation to gather data and insights to support financial decision making.
- You are proactive in nature and would relish the opportunity and challenge to build a financial backbone from the ground up.
- An interest in cost and revenue modelling and building a picture of the cost architecture of the business as we scale to inform commercial modelling and pricing strategies.

**MATTR's products are used globally, and our customers can be anywhere in the world. All our roles can have an element of 24 x 7 in customer/product support or engagement contexts. You will need to be able to work some flexible hours to participate and support this**

### **Personal and work ethics**

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- A self-starter who takes initiative, is creative, has high energy, and would thrive in a very dynamic software company
- Great written and verbal communication, organisational and multitasking skills.
- A team player who is eager to share their findings and contribute to a collective understanding – someone who is super smart and committed to making a difference but won't trip over their ego when they turn around!

### **Advantageous (but not essential)**

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- An interest in SaaS business models
- Experience with companies going through a growth phase.

## What's in it for you?

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The chance to be part of MATTR, to be surrounded by like-minded peers with no ego's, an attractive salary and flexible working arrangements, and a company that lives and breathes its values every day.



**CRAZY ENOUGH**



**MAKE FRIENDS WITH  
THE EDGE**



**LIFT OTHERS**



**CHECK YOUR EGO**

**Sounds like you? We would love to hear from you!**

MATTR values diversity in the workforce and we encourage candidates from diverse backgrounds, including those with access needs, to apply for our roles.