

ROLE SUMMARY

Role title:	Cost and Management Accountant – Venues (Fixed-term, 12 months)
Reports to:	Finance Lead
Direct reports:	Nil
Date:	October 2025
Purpose of role:	This role is focused on improving operational performance of our Venues. Key responsibilities will include: • Financial modelling and analysis support. • Build a dynamic pricing model to optimise each venues' rates and revenue. • Lead a comprehensive pricing review to ensure competitiveness and sustainability. • Improve financial reporting systems for greater transparency and accuracy. • Refine the sales budget-setting process to align with revenue goals and cost control. • Set KPI's and measurement and reporting tools. The reason for the fixed-term is to establish and provide the specialist skills and additional capacity required to set up key financial processes and systems. Once these foundations are in place, it is anticipated that ongoing business-as-usual activities will be managed by existing team members.

ROLE DESCRIPTION

Key responsibilities: specific actions, tasks or areas of responsibility this role will oversee.

Area of responsibility	Actions/Tasks
Build a dynamic pricing model to optimize each venues' rates and revenue	Develop a financial model that: • Evaluates pricing changes and their impact on venue profitability. • Is flexible, responsive and forward-looking, focusing on improved operational performance, increasing utilisation and enhancing community access. • Implements reduced minimum venue rental rates. • Incorporates staffing costs into rental fees. • Can implement flat-rate and discounted options for community/non-profit segments.
Lead a comprehensive pricing review to ensure competitiveness and sustainability	• Conduct market benchmarking and internal cost analysis. • Recommend pricing adjustments based on financial modelling and strategic goals. • Collaborate with commercial and operational teams to validate pricing strategies.
Improve financial reporting systems for greater transparency and accuracy	To enable revenue and costs to be tracked, design and implement: • Venues-specific reporting so that the financial health of each venue can be assessed and effective allocation of resources. • Event-by-event cost reporting tools. • Ensure pricing decisions are informed by cost implications and revenue forecasts

	Support transition planning, if financial systems are separated from WCC's TechOne (accounting software ERP)
Refine the sales budget-setting process to align with revenue goals and cost control	- Establish baseline metrics for venue utilisation, attendance, and event diversity. - Align budget-setting with strategic pricing framework and operational targets. - Collaborate with sales and events teams to ensure realistic and ambitious targets. - Also use same processes for reforecasting throughout the financial year.
Set KPI's and measurement and reporting tools	- Define financial and operational KPIs aligned to venue performance. - Develop dashboards and reporting templates for regular performance tracking. - Support monthly and quarterly reporting, monthly reforecasting and annual planning cycles.
Financial modelling and analysis support	- Provide cost-benefit analysis for in-house food & beverage services and technical services. - Support business cases and investment decisions with robust financial modelling. - Advise on commercial opportunities including naming rights and sponsorships. - Support the Finance team by providing accurate and relevant reporting and information.
Health, safety, wellbeing and compliance	- Take an active role in identifying and mitigating any health and safety risks to yourself and others. - While at work, take reasonable care for your own health and safety and ensure what you do does not negatively affect the health and safety of others. - Comply, as far as you possibly can, with any instructions, policies, procedures or guidelines given by WellingtonNZ in relation to health, safety and compliance. - Report any potential hazards or risks to health and safety or the environment as soon as is possible to take immediate action to minimise or mitigate these if it is not potentially harmful to your own health and safety.

WellingtonNZ collaboration

- Maintain a “WellingtonNZ-wide” perspective with all of your work
- Consider how your role links and contributes to other areas of WellingtonNZ, and actively engage when required
- Communicate with fellow WellingtonNZ colleagues on work, initiatives and projects
- Actively collaborate and participate in WellingtonNZ-wide initiatives and projects.

Job outcomes: visible and measurable evidence of success in the role.

Outcomes/results	Target measure
To be determined with your manager	

Competencies: specific skills, traits and competencies necessary to be successful in the role.

Competency	Description of competency
Functional skills and experience	• Minimum 5 years’ experience in cost analysis, management accounting and financial modelling. • Strong understanding of ERP systems and financial reporting tools e.g. use of TechOne in previous roles will be an advantage. • Experience in pricing strategy development and commercial analysis. • Ability to translate financial insights into operational improvements. • Proficiency in advanced MS Excel. • Knowledge and experience of Event Based Management Software (EBMS), eg Momentus Technologies, (aka Ungerboeck) will be an advantage. • Strong commercial acumen.

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- Ability to establish and maintain positive working relationships within a diverse team from senior level management to casual frontline workers.
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Creating a vision

- Understanding the strategic context
 - Challenging the status quo
 - Accepting challenges
 - Committing to the vision.
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Leading with purpose

- Living our values
 - Having the courage to question and speak up
 - Adapting your style to meet individual needs.
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Making things happen

- Giving timely and constructive feedback
 - Staying close to the issues
 - Collaborating for better decision-making
 - Recovering quickly from setbacks.
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Building an awesome team

- Valuing uniqueness and differences in others
 - Trusting others
 - Sharing information, collaborating and helping others.
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Being authentic and inclusive

- Recognising your own strengths and areas for development
 - Asking for and responding positively to feedback
 - Questioning and challenging others with respect
 - Owning your mistakes.
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Values: our purpose and values which bring to life WellingtonNZ's aspired culture.

Purpose	To make the Wellington region thrive as a place to live, visit, study, work, do business, and invest
Better together	• We are collaborative • We back each other • We celebrate our differences and experiences • We create and share ideas together • We focus on teamwork and empower individual brilliance
Passionately curious	• We are brave • We think differently and give it a go • We seek to understand before being understood • We embrace the possibilities of tomorrow
Choose joy	• We bring and share joy in our work everyday • We celebrate our wins and learn from our losses • We have fun and get the mahi (work) done • We give praise and recognition