



Te Aka Ora Charitable Trust
JOB DESCRIPTION

Te Aka Ora Administration – Financial Administrator

Commitment and Philosophy

"Ko ahau te Aka Ora, ko koutou nga manga"

"I am the Vine of Life; you are the branches"

- John 15:5a

Vision: Tamariki and Rangatahi growing up with strong sense of purpose and potential within healthy whanau and communities.

Values: Tikanga, kawa, whakamana, whakawhanungatanga, whakapono, manaakitanga, mana tangata, te taiao kanohi ki te kanohi, pokohiwi ki te pokohiwi, ka whaiwhai tonu atu.

Face to Face, shoulder to shoulder, work without end.

Aim: To provide programmes, activities and events for tamariki and rangatahi to help strengthen their health, education and social wellbeing.

Position Disclaimer:

Responsible to: Chief Executive Officer, through the Executive Assistant and Operations Manager.

Location: 9 Temple Street, Gisborne. On occasion based at off site locations.

Hours: 20 hours per week.

Functional Relationships:

Internal:	External
1. Chief Executive Officer	1. Clients, Whanau and Community Members
2. Executive Assistant	2. Community Networks
3. Operations Manager	3. Government Agencies, Direct Funders
4. Management Team	4. Direct and Indirect Suppliers
5. Te Aka Ora Staff	5. IT and Finance Contractors
6. Board of Trustees.	

Purpose of Role

The Financial Administrator is responsible for maintaining day to day financial, accounting, administrative services in order to meet legislative requirements and support organisational operations.

This role is critical in delivering customers/clients services to those in contact with our services. Creating a welcoming environment to Manaaki and support those seeking our support services.

Scope

This position reports directly to the Chief Executive and supports the Executive Assistant by assisting with preparation of financial statements, maintaining cash controls and payroll.

This position supports Te Aka Ora with all administrative tasks including daily operations of reception duties and administration duties.

Key Tasks / Expected Outcomes

Key Tasks	Expected Outcomes
Reception Duties	<ul style="list-style-type: none"> • Provide a welcoming, helpful and professional environment for visitors to the office. • Receive, record and attend to all visitors, clients and staff ensuring health and safety while they visit reception. • Provide professional telephone and written contact with the general public, clients, key stakeholders and trustees.
Administration Duties	<ul style="list-style-type: none"> • Ensure office is open throughout publicised hours; • Ensure office equipment is operational – phones, photocopier, computer network, printers etc. • Processing incoming and outgoing mail on a daily basis • Making travel bookings; accommodation, venue bookings • Ordering stationery & Resources • Website maintenance and updating of information • Preparing reports, promotional material and other documents as required; • Attend staff/management meetings and taking the minutes as required. • Maintaining all filing systems – accounts, personnel, timesheets, human resources, reports etc. • Maintain all keys and access code register, includes issues and return for buildings and vehicles • Monitor and record all fuel consumption against fuel account • Maintain an in/out register of equipment & resources from the office and organisation. • Organise repair and maintain TAO assets and equipment • Referral entry into Database • Database maintenance • Assist with event and function preparations as required • Maintain roster of in/out board • Liaise with the cleaner to ensure stocks have been replenished and equipment maintained.
Financial Administration - <i>Maintain payroll and have general knowledge of relevant government legislation.</i> - <i>Maintain relevant asset and liability accounts in order to ensure complete and accurate records of all money.</i>	<p>Payroll Functions</p> <ul style="list-style-type: none"> • Collate timesheets for payroll. Check all relevant documents are attached, ie Leave forms, etc. • Complete and reconcile wages ready for authorisation by the Chief Executive or Executive Assistant • Payroll – general Journal and data entry. • PAYE – Prepare monthly for payment. Authorisation for payment by Executive Assistant or Chief Executive. <p>Accounting</p> <ul style="list-style-type: none"> • Prepare and reconcile bank statements • Reconcile and maintain petty cash • Receipt and bank any incoming cash • Accounts Payable – prepare vouchers for payment authorisation, and prepare electronic transactions ready for internet banking

Key Tasks	Expected Outcomes
	<ul style="list-style-type: none"> • Accounts receivable – Prepare and invoice providers and contractors • Print monthly reconciliations from accounting system and file. • Prepare all journals • Reconcile and prepare GST returns – Two Monthly • Update leave records and supply copy to Chief Executive or Finance Contractor • Ensure all Accounts are ready for Auditing each year • Assist Finance Contractor as required.
Administration Cooperation and Coordination	<ul style="list-style-type: none"> • Provide personal assistance to the Chief Executive and Executive Assistant • Prepare meeting agenda material and reports for the Board of Trustees’ meetings if required. • Liaison with trustees if required. • To maintain and contribute to effective communication between the Chief Executive, Management team at all Te Aka Ora sites, as well as staff.
Human Resources	<ul style="list-style-type: none"> • Leave management, records, processing applications • Ensure all employment documentation are completed and filed correctly • Personnel information is maintained and updated. • Ensure all staff communications are filed • To ensure personnel records meet audit requirements • To ensure all personnel data is secure and remains confidential to staff and manager
Health and Safety	<ul style="list-style-type: none"> • Ensure Accident/Incident Register is maintained • Ensure all staff are first aid registered • Induct all new staff on evacuation procedures • Ensure staff keep up the maintenance of their vehicles, ie. Registration, WOF, RUCs, Service • Ensure all staff hold a current full license and to be checked every two years. • Ensure all staff are police and Oranga Tamariki Vetted before employment and then updated every two years after that.
Whole Organisation participation	<ul style="list-style-type: none"> • To contribute to the wellbeing of fellow staff and their whanau • To contribute to the wellbeing and development of Te Aka Ora
Confidentiality	<ul style="list-style-type: none"> • Respect and maintain confidentiality rights and dignity at all times.
Treaty of Waitangi	<ul style="list-style-type: none"> • Good Understanding of Te Tiriti o Waitangi/Treaty of Waitangi • An ability to implement Te Tiriti /The treaty within your daily tasks.
General Duties	<ul style="list-style-type: none"> • Supporting all staff and management if necessary • Ensure all kitchen/communal areas are cleaned and vacant throughout the day.

Knowledge, Skills and Abilities:

Knowledge:

The incumbent must have proficient knowledge in the following areas:

- Computerized accounting programmes
- Accounts payable and accounts receivable
- Payroll systems
- Office administration
- An understanding of relevant government legislation

Skills:

The incumbent must demonstrate the following skills:

- Accounting and bookkeeping
- Ability to work unsupervised/self-motivated
- Decision making
- Effective verbal and listening communications
- Effective written communications
- High competency in Microsoft Office software and computerized accounting
- Ability to multi task
- Stress management skills
- Time management skills
- High level of accuracy and confidentiality

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Financial Administrator.

The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics