

POSITION DESCRIPTION

Position Title	Accounts Administrator
Status	Permanent, 20 -25 hours
Location	Tauranga
Reports to:	Finance and Investment Manager

SECTION 1 – POSITION EXPECTATIONS

BACKGROUND

TECT is a community funder that supports local initiatives, facilities and events that bring vibrancy, connectedness, growth and economic benefits to our region. Through our funding we see lives changed, our environment restored, people active and connected, and a future for the Western Bay of Plenty that looks brighter. We have been at the heart of our community for almost 30 years, and it's all been made possible thanks to our small but passionate team that thrives on seeing our community flourish.

OUR HIGH LEVEL GOALS ARE

- **Purpose** – To make a significant impact on shaping the quality of life and wellbeing of current and future generations in the Western Bay of Plenty. We are part of the fabric of this region and are ambitious for the future of our community.
- **Vision** – A thriving, caring and connected community.
- **Mission** – Responsibly manage our investments and effectively distribute funds for the long-term benefit of the community we serve.

OUR WAY OF WORKING

- **Impact Focused** – We aim to be embedded in our community and to meaningfully contribute to community wellbeing & quality of life.
- **Collaborative** – We use our resources collaboratively alongside other funders and together we work to bring about sustainable and equitable change in our region.
- **Balanced Approach** – We will balance our approach between responsive and strategic funding.
- **Enabling** – We believe in empowering communities to lead change and we aim to be approachable, accessible and enabling of community aspirations.
- **Agile** – We recognise the value of being nimble and flexible and can respond quickly to opportunities that arise and adapt as the needs of our partners and communities change.
- **Commitment to Māori** - We recognise the importance of building meaningful relationships with tangata whenua and enabling the aspirations of Māori in our region. We are committed to developing our understanding of our role as Treaty partners under Te Tiriti o Waitangi.

THIS POSITION IS RESPONSIBLE FOR

- The key focus of this role is to support the day-to-day finance functions and providing general administrative support to the teams. This Position Description forms a component part of the Accounts Administrator's performance agreement alongside other components such as TECT's Strategic Plans, Annual Plans and Trust Policies.

SECTION 2 – POSITION SPECIFICATIONS

FORMAL QUALIFICATIONS

Desirable:

- You'll be an experienced accounts administrator, preferably with at least 2 years of accounts administration experience.
- an experienced Xero user and proven intermediate level skills in Microsoft Word, Excel, Outlook.

EXPERIENCE / SKILLS

- A passion for people and the community
- Strong accounts administrative skills and a minimum of 2 years' experience in Accounts Payable, Accounts Receivable and accounts support role in a professional office
- Resilient, with the ability and flexibility to manage multiple tasks and work within short deadlines
- High attention to detail and accuracy as data entry is critical to this role
- Strong IT skills, proficiency with MS Office and experience with Xero
- Creating positive working relationships with customers, suppliers, trustees and external stakeholders
- Take accountability for their work and thrive in an environment that encourages team-work and a sense of purpose
- Communicate effectively (orally and in writing)
- Full Drivers Licence

TECHNICAL/FUNCTIONAL EXPERTISE

- Creating AP/AR invoices, coding invoices accurately and ensuring approval processes are adhered to
- Setting up payment runs via online banking and Xero batch payment files
- Setting adhoc payments as required
- Ensuring correct payment/banking authorisation processes are taking place
- Reconciling bank transactions in Xero
- Responding to accounts receivable, accounts payable, and grant payment queries
- Maintaining customer and supplier contacts in Xero
- Assist with grant payments
- Filing of GST returns
- Experience in compliance and working with IRD
- Assisting in the completion of AML and legal documentation
- Assist with ad-hoc and general finance projects
- Strong IT skillset including Word, Outlook, Excel and PowerPoint

PERSONAL VALUES AND BEHAVIOURS

Be Prudent – act with wisdom and care to preserve the social and financial value of the Trust.

Be Fair - being impartial

Be Open - Being transparent, approachable, flexible and adaptable.

Be Proactive - Make things happen by identifying needs & opportunities, when necessary, initiating change.

Collaborative - Working with others to identify priorities, improve performance and achieve great outcomes. Be a flexible team player

Be Respectful - Be discrete and maintain confidentiality; trustworthy

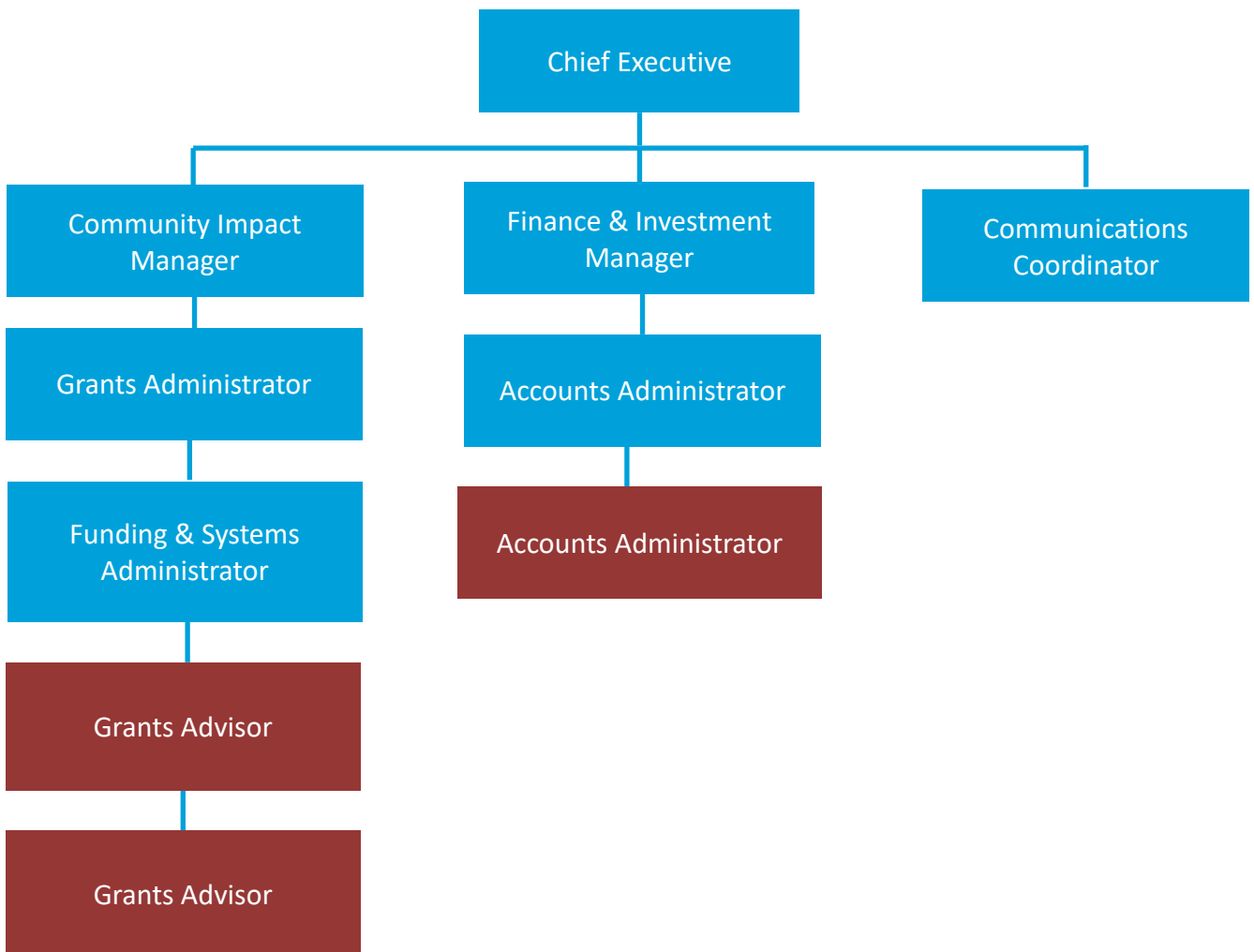
Have Integrity - Doing things well through good judgement, sound ethics, professionalism and consistency.

SECTION 3 – POSITION DIMENSIONS

Number of people reporting directly to you:	0
Salary Range	\$55,000 - \$60,000
Most Frequent Contacts	<ul style="list-style-type: none"> • Staff at TECT • Customers and suppliers of TECT • The Board of Trustees • Community partners & organisations, other funders • External stakeholders

SECTION 4 – POSITION RELATIONSHIPS

TECT - Organisational Chart



SECTION 5 – POSITION ACTIVITIES

Key Tasks & Overall Purpose	Accountabilities
Accounts Payables and Accounts Receivables	<ul style="list-style-type: none"> • Creating Sales and Purchases invoices • Coding the invoices accurately as per the entity's Chart of Accounts • Attaching supporting documentation to the transactions in Xero • Sending for approval to the CEO or Finance and Investment Manager • Maintaining the contact and banking details of all customers and suppliers • Running the monthly Aged Receivables and Payables reports • Respond to customer, supplier and grant payment queries • Issuing receipts
Cash payments	<ul style="list-style-type: none"> • Setting up payments as required and ensuring payments are made on a timely basis • Setting up monthly and ad hoc AP payments, grant payments and investment capital call payments (low volume, high value) • Sending payments to the CEO and trustees for authorisation • Ensuring all banking authorisation procedures are strictly followed
Accounting Reconciliations	<ul style="list-style-type: none"> • Reconcile bank transactions in Xero • Assist in running reports in Xero as part of the month end reconciliation process for the review of the Finance and Investment Manager • Reconciling donation receipts, regular payments and annual receipts • Assist with cashflow reporting as required
Compliance and IRD	<ul style="list-style-type: none"> • Prepare and file GST returns • Monitoring all entities' MyIR accounts and reporting all notifications, payments due and other account movements to the Finance and Investment Manager • Assisting in the completion of AML and legal documentation as required
Database Administration & Record keeping	<ul style="list-style-type: none"> • Database administration and maintenance • Filing and maintenance of investment fund documentation in Stellar Library
General Administration	<ul style="list-style-type: none"> • Assisting with administration duties and scholarship programmes.