



FINANCIAL ADMINISTRATOR | KAIĀWHINA PŪTEA

THE ROLE: Financial Administrator | Kaiāwhina Pūtea
RESPONSIBLE TO: General Manager
ENGAGES WITH: All Staff and Contractors, Suppliers, Clients
DEPARTMENT: Management Services
TERMS: Temp Part time – Till end of **September 2021**

ROLE PURPOSE

The purpose of this role is to assist in maintaining effective financial accounting systems and processes.

Working closely with Assistant Accountant you will support the day-to-day accounting processes.

EXTERNAL RELATIONSHIPS

Relevant external stakeholders such as Customers and Suppliers

SPECIFIC RESPONSIBILITIES:

Key Accountabilities	Expected Outcomes
FINANCIAL	
<ul style="list-style-type: none"> Accounts payable and receivable and payroll processing (including entry and batch payments) is undertaken in accordance with generally accepted practice, is accurate and timely, and recorded within the Company's financial and other record keeping systems. Contribute to the development of finance processes and systems across the Q team. Calculation, filing and payment of GST and other statutory returns. 	<ul style="list-style-type: none"> Xero records are complete, accurate and timely. Accounting records are maintained and developed in a format that provides efficient and intelligent access to information that helps us understand the business and consistent organisation wide financial processes are implemented and maintained. The highest level of functionality, efficiency and accuracy is established and maintained. Returns are submitted accurately and on time.

JOB DESCRIPTION AT Q

PAYROLL AND LEAVE MANAGEMENT	
<ul style="list-style-type: none"> • Ensure staff information is managed. • fortnightly payroll groups and staff are paid on time. • Work with Q management to ensure leave balances are well managed, 	<ul style="list-style-type: none"> • Staff / contractor payroll is correct and kept up to date • Payroll management is accurate and effective. • Staff and contractors are confident in the Company's payroll management. • Leave entitlements are communicated to staff regularly and record keeping is comprehensive and accurate.

COMPETENCY SPECIFICATION	ESSENTIAL	PREFERRED/DESIRABLE
<ul style="list-style-type: none"> • Education/Training 	<ul style="list-style-type: none"> • Data Entry in Financial environment 	<ul style="list-style-type: none"> • Bookkeeping qualification / financial administration.
<ul style="list-style-type: none"> • Experience/Knowledge/Skills 	<ul style="list-style-type: none"> • Strong Excel & Computer skills • Strong bookkeeping skills • A confident communicator with excellent written and verbal communications skills. • Ability to work independently, and flexibly as required by the demands of the role. • Calm under pressure and able to multitask. • Good time management and ability to prioritise. • A positive attitude with a high level of self-motivation and ability to work on your initiative. 	<ul style="list-style-type: none"> • Post graduate experience across a varied range of environments. • Professional experience within a project based financial operating environment.

