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| **POSITION DESCRIPTION: Finance and Payroll Administrator**   |  |  | | --- | --- | | **About ADL** | | | **Vision -** *the ambitious future state we are working towards* | Empowering young people to live connected and meaningful lives. | | **Treaty Commitment -** *how we express our commitment as a Treaty partner* | ADL works for Pae Ora/ healthy futures as determined by Māori and uphold the articles of Te Tiriti o Waitangi in our service to ensure equitable outcomes. | | **Mission -** *how we work to realise our Vision and Treaty Commitment, our unique contribution* | ADL is a trusted not-for-profit providing accessible and sector-leading youth wellbeing, mental health, and substance misuse services. | | **Purpose -** *the reason we exist, the measurable difference we want to see realised in young people’s lives* | ADL’s purpose, for the young people we are invited to work with, is to:   1. Increase their psychological wellbeing 2. Ensure they have more resources to live a resilient, meaningful life 3. Optimise our resources so that as many young people as possible have free, timely access to skilled practitioners who are well trained, resourced and supported in best practice service delivery. 4. Resource their whanau to support them to respond to life events with resiliency.   Additionally, ADL will:   1. Resource communities to support their young people to respond to life events with resiliency. 2. Contribute positively to the sector so those working with young people and their whānau have the skills, training opportunities, knowledge, and attitudes to support positive change. | | **Our Kaupapa: -** *our values, how we go about all that we do, what is important to us* | ***Tika and Excellence***  “Doing what’s right, and just, and doing it well”  ***Mauri and Dignity Enhancing***  “Actively holding hope and vision for the future, everyone is valued and valuable”  ***Kia tina and Adventure***  “Having big dreams and going for them”  ***Kotahitanga and Relationship***  “Journeying together, doing it with heart” | | | | | |
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| **Position Purpose** | | | | |
| ADL is a growing, dynamic organisation which as a funded provider of mental health services for young people and their whanau and a registered charity involves a wide range of stakeholders.  The role of *‘Finance and Payroll Administrator’* is to work with the Management Accountant and other members of the Finance and Administration team to support the objectives and values of the organisation by delivering best practice financial services within ADL. Specifically this role has responsibility for the day to day oversight and processing of Payroll, Accounts Payable, Expenditure processing, Accounts Receivable and Cash Book.  All staff should ensure that interactions with clients, and their whānau are engaging and respectful and provide a service that reflects the principles of the Treaty of Waitangi. | | | | |
| **Reports to:** | | Management Accountant | | |
| **Direct Reports:** | | N/A | | |
| **Location:** | | Dunedin | | |
| **Position Responsibilities** | | | | |
| **Financial Systems and Processes** | As a key member of the Finance team undertake out all financial systems and processes required to appropriately meet the objectives of ADL, specific responsibilities include: | | | |
| **Accounts Payable** | Ensure supplier bills are suitably authorised, conform with the contract arrangements with the supplier and are for goods that have been received.   * Review all supplier bills and expense claims to ensure they have been entered accurately and are suitably authorised. * Verify all supplier balances externally (e.g. to a statement). * Process and pay on a timely basis the supplier bills that have been authorised by the agreed delegation. * Ensure suppliers receive remittance advices for all payments. * Process credit card transactions. | | | |
| **Payroll** | Ensure the accurate and timely processing of all payroll requirements in a manner compliant with relevant legislation.   * Maintain employee records through i-payroll and Xero systems. * Ensure time entries are correct and cost services to the appropriate programs. * Process regular pay runs. * Provide reporting as requested by the Board. | | | |
| **Finance Backup** | From time to time provide backup to the Finance and Accounting Administrator for transactional work in relation to   * Cash book reconciliation * Accounts Receivable. * Cash Management * Monthly Reporting processes | | | |
| **Cashbook** | Ensure ADL’s bank account reconciliations are up to date and accurate.   * Reconcile all transactions through NetSuite and ensure that they are accurately coded in accordance with the management reporting requirements. * Ensure reconciliations are completed in time for the agreed end of month deadlines. * Review at transactional level GST treatment. | | | |
| **Accounts Receivable** | Effectively and accurately implement all aspects of the Accounts Receivable process.   * Ensure that all services are invoiced to funders or customers in accord with the contracts for service. * Monitor payments and follow up any overdue receivables in accordance with Financial Policy. | | | |
| **Cash Management** | Ensure adequate cash management controls and cash flow reporting to the Management Accountant.   * Monitor and provide information to the Finance Manager on cash flow requirements. * Administer Term Deposits and other investments as required. * Ensure appropriate cash handing and reconciling processes are in place and that staff are trained in those processes. * Management of Credit Cards and limits. | | | |
| **Other** | * Other duties as may be reasonably assigned to this position and for which the position holder has received adequate training or instruction. | | | |
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| **Health & Safety** | | | | |
| Adventure Development believes the engagement of all team members in Health and Safety management is essential for good Health and Safety practice. All ADL team members will demonstrate their commitment to Health and Safety by:   * Ensuring their own Health and Safety and that of others around them * Being actively involved in the management of hazards and risks their position might be exposed to * Participating in all Health and Safety initiatives that apply to their position, and any other initiatives of interest * With appropriate support and/or training provide suggestions and solutions for the improvement of Health and Safety practices at ADL. | | | | |
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| **Key Relationships** | | | | |
| **Internal** | | | **External** | |
| * Management Accountant * Finance Team * Ngā Hononga Team Members * Service Leaders * ADL Staff | | | * Suppliers and Funders * Relevant outside organisation and service providers * Clients of ADL services | |
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| **Person Specifications** | | | | |
| **Requirement** | **Essential** | | | **Preferred** |
| **Technical Skills** | Strong background in NZ based financial administration is essential to this role.  Extensive NZ based in Accounts Payable, Receivable, Cash Book, Payroll Administration & Processing.  Sound knowledge of legislation impacting on payroll and its application to the regular processing of pays is required along with experience in processing payroll within modern payroll software.  Ability to pick up new systems quickly and apply them soundly within an overarching Financial Management process.  High skill level in Microsoft Office suite in particular Excel | | | Experience in the use of relevant areas of NetSuite ERP or other ERP systems would be beneficial however full training will be offered to the successful candidate. |
| **Education and Experience** | Formal training, certificates or certifications in relevant fields is desirable although those with extensive NZ based experience will be considered. | | | Formal qualifications in relevant field e.g. Accounting Technician. |
| **Personal Attributes** | Ability to work independently and function effectively as a part of a team  Ability to meet daily and monthly deadlines  Represents ADL professionally and in a manner that positively builds relationships with stakeholders.  Attention to detail and a high level of accuracy and commitment to thorough documentation.  Ability to multi-task and work under time constraints  Effective verbal, listening and written communication skills  Responsible, organised, self-disciplined, reliable, energetic and productive  Able to set goals, plan to meeting those and execute that plan on a timely manner.  Good relational and interpersonal intelligence and willingness to allow that to shape the approach to team work. | | |  |
| **The way we work  (expected behaviours)** | **Stewardship of resources**  We endeavour to make the most effective use of the resources available to us while at work, be they financial, material, time, environmental, relationships. We take the view that, to the best of our ability, these resources should be used to maximise the benefit to the young people we work with, their whānau and the communities they and we live in.  **The wellbeing of ourselves and others**  We will ensure that our actions while at work enhance our own wellbeing and that of others.  **Diversity, discrimination, and stigmatisation**  We will act in ways that enhance expressions of diversity, challenge discrimination and reduce stigmatisation. We will act in these ways within the workplace, with our clients and their whānau and in our communities.  **Integrity**  We will ensure that our behaviour while at work would always bear the scrutiny of others. In situations where we are unsure about the right thing to do or we think we may have a conflict of interest, we will ask and seek guidance. If we see someone else behaving in a way does not line up with our values we will not ignore it but address it with them and someone else if necessary.  **Connection, relationship, and trust**  We place high value on relationships and will work to ensure that they are healthy and supportive. We know that trust needs to be cultivated and commit ourselves to this. We also understand that there are circumstances where confidentiality must be upheld. | | | |