

POSITION DESCRIPTION: Accounts and Payroll Administrator

About Adventure Development	
Vision - <i>the ambitious future state we are working towards</i>	Empowering young people to live connected and meaningful lives.
Treaty Commitment - <i>how we express our commitment as a Treaty partner</i>	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 - <i>how we work to realise our Vision and Treaty Commitment, our unique contribution</i>	ADL is a trusted not-for-profit providing accessible and sector-leading youth wellbeing, mental health, and substance misuse services.
Purpose - <i>the reason we exist, the measurable difference we want to see realised in young people's lives</i>	<p>ADL's purpose, for the young people we are invited to work with, is to:</p> <ol style="list-style-type: none"> 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. <p>Additionally, ADL will:</p> <ol style="list-style-type: none"> 5. Resource communities to support their young people to respond to life events with resiliency. 6. 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: - <i>our values, how we go about all that we do, what is important to us</i>	<p><i>Tika and Excellence</i> “Doing what’s right, and just, and doing it well” <i>Mauri and Dignity Enhancing</i> “Actively holding hope and vision for the future, everyone is valued and valuable” <i>Kia tina and Adventure</i> “Having big dreams and going for them” <i>Kotahitanga and Relationship</i> “Journeying together, doing it with heart”</p>

Position Purpose	
<p>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.</p> <p>The <i>Accounts and Payroll Administrator</i> will undertake transactional processing of Accounts Payable and Expense claims in Xero while providing backup to the Senior Finance and Payroll administrator, particularly in relation to payroll</p> <p>They should ensure that all interactions with stakeholders, clients, and their whānau are engaging and respectful and provide a service that reflects the principles of the Treaty of Waitangi.</p>	
Reports to:	Management Accountant
Direct Reports:	N/A

Location:	Dunedin
Position Responsibilities	
Accounts Payable	<p>Enter supplier bills and expense claims into Xero. Ensuring they are suitably authorised, coded accurately, conform with the contract arrangements with the supplier and are for goods that have been received.</p> <p>Process credit card transactions in Xero.</p>
Payroll	<p>Assist with the processing of payroll requirements (this role is a support role for the Payroll Administrator)</p> <ul style="list-style-type: none"> • Maintain employee records through i-payroll and Xero systems. • Ensure timesheets are correct and cost services to the appropriate programs. • Process regular pay runs. <p>Undertake the full payroll process from time to time when the payroll administrator is on leave.</p>
Finance Backup	<p>From time to time provide backup to the Finance and Accounting Administrator for transactional work in relation to</p> <ul style="list-style-type: none"> • Cash book reconciliation • Accounts Receivable.
Funding Administrator	<p>This aspect of the role is .1 FTE and so is a secondary aspect of the overall functions.</p> <p>Maintain an accurate database of funding opportunities, deadlines and application processes.</p> <p>Ensure that ADL team members are advised on a timely basis of funding opportunities and application requirements.</p> <p>Through effective planning and administration support the work that is required to ensure applications and submitted on time, in a form that reflect ADL's values and presents a compelling case for funding aligned with the funder's objectives or criteria.</p> <p>Support the maintenance of ongoing relationships with sponsors, philanthropic funders and donors.</p> <p>Ensure that all compliance reports and requirements are met on a timely basis.</p>
Other	<ul style="list-style-type: none"> • Other duties as may be reasonably assigned to this position and for which the position holder has received adequate training or instruction.

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 AD

KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> - Management Accountant - People and Capability Leader (in relation to funding) - Finance Team 	<ul style="list-style-type: none"> - Suppliers and Funders - Relevant outside organisation and service providers - Clients of ADL services

PERSON SPECIFICATION

Requirement	Essential	Preferred
Technical Skills	<p>High skill level in Microsoft Office suite in particular Excel and Word.</p> <p>Intermediate level Accounts Payable, Receivable, Cash Book (Xero).</p> <p>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.</p>	<p>Experience in use of Powerpoint and Publisher or other presentation software would be of benefit.</p> <p>Xero approved course completion or training preferred</p> <p>Experience with I-payroll and Xero Payroll would be of benefit.</p>
Knowledge and Experience	<p>Some background in financial administration is essential to this role.</p> <p>Strong project management skills.</p>	<p>An understanding of financial management and funding within the Not for Profit sector.</p>
Personal Attributes	<p>Ability to work well as a part of a team</p> <p>Ability to meet daily and monthly deadlines</p>	

	<p>Represents AD professionally and in a manner that positively builds relationships with funders and stakeholders.</p> <p>Attention to detail and a high level of accuracy</p> <p>Ability to multi-task and work under time constraints</p> <p>Effective verbal, listening and written communication skills</p> <p>Responsible, organised, self-disciplined, reliable, energetic and productive</p> <p>Able to set goals, plan to meeting those and execute that plan on a timely manner.</p> <p>Good relational and interpersonal intelligence and willingness to allow that to shape the approach to team work.</p>	
<p>The way we work (expected behaviours)</p>	<p>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.</p> <p>The wellbeing of ourselves and others We will ensure that our actions while at work enhance our own wellbeing and that of others.</p> <p>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.</p> <p>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.</p> <p>Connection, relationship, and trust</p>	

	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.
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Signature of the Employee

...../...../.....
Date

Signature of the Employer

...../...../.....
Date