

KO TAKU REO
Deaf Education New Zealand

Job Description / Performance Agreement

NAME:

POSITION: Finance Administrator

TENURE: Full-time, Fixed-term

RESPONSIBLE TO: Head of Finance

DIMENSIONS OF RESPONSIBILITY: Finance Administration
Professional Conduct
Professional Relationships and Values

DESCRIPTION:

The Finance Administrator is responsible for providing high quality accounting support for the organisation. A key component of this role is to ensure the accurate and timely processing of accounting functions. This role requires a proven track record of high quality accounting support.

SIGNED _____
Finance Administrator

DATE _____

SIGNED _____
Head of Finance

DATE _____

DIMENSIONS OF RESPONSIBILITY

Dimension One – Financial Administration

Finances throughout the organisation are expertly managed.

Criteria	Key Tasks/Indicators
<p>Finances throughout Ko Taku Reo Deaf Education New Zealand are expertly managed ensuring processes and policies are being followed.</p>	<ul style="list-style-type: none"> • Liaises with the Head of Finance to ensure they are up-to-date on all financial matters/issues pertaining to the organisation. • Maintains systems which safeguard the organisation's funds and assets against loss, theft and unauthorised use. • Review all reimbursement expenses. • Review all credit card expenditure. • Supporting the Administration Team with travel bookings and reviewing these expenses. • Administer the travel allowances and work with the Assistant Accountant to ensure that these are paid on the first day of intended travel. • Administer and review all sensitive expenditure and supporting staff to ensure that the correct process has been followed. • Supporting the wider organisation tasked with hosting events to ensure the correct procurement process is followed. • Reviewing mileage claims and processing reimbursements.
<p>Has excellent knowledge of all areas of finance, taking ownership of specific dimensions of responsibility and tasks.</p>	<ul style="list-style-type: none"> • Has up-to-date knowledge of financial systems and processes, as determined by previous criteria. • Monitors and manages financial resources for the department, ensuring budget allocations enhance the finance department and that it operates within budget. • Provides support to the Head of Finance.

	<ul style="list-style-type: none"> Assists with and/or completes any other tasks as directed by the Head of Finance or Director of Corporate Services.
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Dimension Two – Professional Conduct

The Finance Administrator is professional, works in alignment with the strategic direction and in a manner that improves organisational outcomes.

Criteria	Key Tasks/Indicators
Professional conduct is present throughout the organisation, creating a culture that is based on integrity and respect.	<ul style="list-style-type: none"> Builds trusting relationships through active listening, caring for others, and demonstrating personal integrity. Participates in the development and delivery of professional learning. Conducts themselves with exemplary practice, and is a role model to others. Manages the delicate balance between supporting and challenging others. Encourages and participates in opportunities for professional conversations that help to share expertise and strategies. Is open and responsive to professional conversations and feedback.
All departments, teams and individuals within the organisation support the strategic direction to align practice with the best interests of learners, staff and the community.	<ul style="list-style-type: none"> Supports and models behaviours in a way that articulates, supports and furthers the organisation's mission, vision and strategic direction. Works with the Head of Finance to ensure tasks and deliverables align with the strategic direction of the organisation. Works collaboratively with colleagues to embed the strategic direction into all areas of the organisation.

	<ul style="list-style-type: none"> • Assists in reviewing how personal and departmental practice aligns with the mission, vision and strategic direction, suggesting improvements and implementing change.
Competence in relation to change management is evident throughout the organisation.	<ul style="list-style-type: none"> • Adopts a philosophy that recognises the importance of ongoing innovation and change. • Assists in change implementation that is focussed on a smooth transition to lead to the adoption of new practices. • Contributes within areas of speciality to ensure that change is informed by best practice and communicated effectively. • Understands that change on a large scale invariably needs a team approach to leadership. • Shows ability to communicate the rationale for any change with internal customers. • Monitors the impact of the change and adjusts when needed.
Critical inquiry is engaged and a proactive approach to problem solving is adopted by all, as they take steps to work through problems to create solutions.	<ul style="list-style-type: none"> • Explicitly checks own assumptions. • Relates the problem to the wider vision and values of the organisation. • Actively seeks the interpretations of others. • Anticipates obstacles and how they could be overcome. • Identifies and reports any risk to appropriate people in a timely manner.

Dimension Three – Professional Relationships and Values

The Finance Administrator engages in appropriate, professional relationships and demonstrates commitment to professional values.

Criteria	Key Tasks/Indicators
Professional and effective relationships are established throughout the organisation.	<ul style="list-style-type: none"> • Engages in ethical, respectful, positive and collaborative professional relationships with:

	<ul style="list-style-type: none"> • Ākonga • Colleagues, team members, support staff and other professionals • Agencies, external stakeholders, groups and individuals in the community • Has a team-focused ethic and contributes to the corporate life of the organisation. • Fosters a climate of trust, modelling collegiality by working in partnership with other staff. • Transparently relays relevant information to other staff in a clear and concise manner as needed. • Represents the organisation and participates as a member of internal and external committees and organisations.
<p>There is commitment to promoting the emotional, mental and physical wellbeing of all persons within Ko Taku Reo Deaf Education New Zealand.</p>	<ul style="list-style-type: none"> • Promotes inclusivity throughout the organisation, ensuring all colleagues and learners feel they belong. • Takes all reasonable steps to provide and maintain an environment that is physically, socially, culturally and emotionally safe. • Takes all reasonable and practical steps to ensure the health and safety of self and others. • Complies with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported according to protocol. • Participates in any required emergency response or exercises to ensure that essential services are able to be maintained.
<p>There is respect and commitment to all heritages, languages and cultures within Ko Taku Reo Deaf Education New Zealand.</p>	<ul style="list-style-type: none"> • Takes responsibility for growing their own confidence in culturally responsible practice. • Acknowledges and respects the languages, heritages and cultures of all. • Demonstrates commitment to the bicultural partnership in Aotearoa and a commitment to understanding of Te Tiriti o Waitangi.

	<ul style="list-style-type: none"> • Develops understanding and use of tikanga and te reo Māori. • Has a good understanding (or is committed to developing an understanding) of Deaf Culture. • Is committed to improving the use of NZSL throughout the organisation. • Appreciates, respects and affirms others and works effectively with all to create a positive and collaborative culture.
<p>Staff are committed to ongoing learning, engaging in both formal and informal professional learning and development in their professional practice.</p>	<ul style="list-style-type: none"> • Commits to developing personal skills in the use of NZSL. • Engages in the appraisal process for self, ensuring a regular cycle for review, ensuring documentation is complete, self-reflection is engaged, and that there is progress towards and/or achievement of performance indicators. • Identifies professional learning goals in consultation with colleagues and communicates these to the appraiser when establishing performance expectations. • Identifies and initiates learning opportunities to advance personal professional knowledge and skills. • Participates responsibly in professional learning opportunities within the learning community.
<p>Any additional tasks and/or responsibilities are completed, as requested by the Head of Finance.</p>	<ul style="list-style-type: none"> • Ensures all tasks are completed efficiently and to a high standard. • Is professional in their appearance and manner, positively representing themselves and the organisation to ensure positive perceptions from the internal and external community. • Performs additional duties in an efficient manner, to the required standard and within a negotiated timeframe.

Qualifications

Essential

- 3 years proven experience in accounts payable & receivable functions in a large organisation

Professional Competencies

Essential

- Experience with Xero and Approval Max
- Experience with Office 365 Word, Excel & Outlook
- Proficient in NZSL (or a willingness to learn)
- Skill in organisation and time management
- Excellent interpersonal skills, and diplomacy
- Excellent communication skills
- Skill and competence in IT
- Ability to anticipate problems and to be proactive in problem solving
- Ability to work well under pressure
- Trustworthy

Personal Attributes

Essential

- Leads the organisation's guiding principles of 'Grow, Excel, Choose and Belong'
- Is motivated to be part of the development of a world leading service for Deaf and Hard of Hearing learners and whānau
- Demonstrates principles of equity and access in action
- Optimises quality and efficiency in work
- Respects diversity
- Is self-motivated and self-directed, taking personal accountability for work
- Understands personal strengths and limitations
- Is innovative and creative
- Is friendly, positive and approachable
- Demonstrates initiative, energy and vitality