

## POSITION DESCRIPTION

### AGENCY SUPPORT – FINANCE AND PAYROLL

**HOURS:** Fulltime; 30 - 40 hours per week

**ACCOUNTABLE TO:** Operations Manager

**FUNCTIONAL**

**RELATIONSHIP WITH:** Agency Support: Client Management System, Agency Support: Finance & Payroll

**RESPONSIBLE FOR :** n/a

**PURPOSE OF THE POSTITION:**

The Agency Support Team keeps our agency humming. The Team supports our front-line staff to be the best they can be in their roles delivering quality services to local whānau and families. The Team has responsibility for reception, financial services, client management services, human resources services, communications, supplies, and fundraising.

**1. KEY AREA OF RESPONSIBILITY:**

This position will take primary responsibility for our finance and payroll systems. The agency uses web-based software for both accounting (Xero) and payroll (I-payroll). Duties include:

- Receipt all funds received (banking to be done by another team member)
- Enter accounts receivable documents and data into XERO
- Prepare accounts payable invoices and follow up overdues as necessary
- Reconcile all transactions with bank transactions
- Complete end of month processes in preparation for monthly reporting
- Liaise with accountant as required
- Oversee cashflow
- Set up and monitor term deposits
- Prepare end of year receipts for regular donors
- Participate in financial audits
- Assist with financial reporting and budget preparation
- Maintain agency's assets register
- Manage weekly payroll, including leave

#### **OTHER AREAS OF RESPONSIBILITY**

Other areas of responsibility may include:

1. Reception duties
2. Human resources support
3. Fundraising Event coordination and/or support
4. Communications

All staff are required to attend the agency's fortnightly team meeting.

## Profile and Role Competencies

### Personal Qualities

Jigsaw whanganui upholds the ethos of kaupapa whanau in all that it does. For our staff, this means that how we are as a team is how we want our families and whanau to be when they are at their very best.

Our Agency Support Team's role is to support frontline staff to be at their very best.

We are seeking someone who has a genuine "can do" approach to challenges, and works with accuracy, reliability, and absolute integrity.

We value the uniqueness of individuals and their contribution to the spirit of our team and organisation.

Applicants need to have a commitment to and be living a violence free lifestyle. This includes a commitment to use non-violent parenting practices i.e. no physical punishment of children. This commitment needs to be both in your personal life and professionally.

### Qualifications and Experience (Desirable)

- A qualification/training in Accounting, and/or Business Administration
- Experience in using Xero
- Experience in using I-Payroll

### Core Competencies (Values, Knowledge and Skills)

- high level of computer competency
- clear understanding of accounting processes and principles
- a practical, can do attitude, with the ability to see things through and get results
- able to relate to others in a constructive manner
- able to maintain solid boundaries and hold confidentiality
- able to manage interruptions and prioritise tasks
- commitment to accuracy and attention to detail
- a welcoming personality in person and on the phone
- able to uphold agency values of manaakitanga and whanaungatanga to all visitors and service users
- self-motivated
- team player, ready to provide support to others
- high levels of integrity, reliability, and trustworthiness
- a commitment to ongoing learning and development