

POSITION DESCRIPTION

Position Title	Accounts Administrator, TECT and Acorn Foundation
Status	Full time - 50% TECT, 50% Acorn Foundation
Location	Tauranga
Reports to:	Finance and Investment Manager, TECT

SECTION 1 – POSITION EXPECTATIONS

BACKGROUND

TECT is a community funder that supports local initiatives, facilities and events that bring vibrancy, connectedness, growth and economic benefits to our region. Through our funding we see lives changed, our environment restored, people active and connected, and a future for the Western Bay of Plenty that looks brighter. We have been at the heart of our community for almost 30 years, and it's all been made possible thanks to our small but passionate team that thrives on seeing our community flourish.

The Acorn Foundation is one of 17 community foundations across Aotearoa New Zealand that provide a unique way of charitable giving. Our Smarter Giving Model involves pooling and collectively investing our donors' funds, so that the capital in the fund remains intact, while a portion of the income is distributed annually to the local community. This means that our donors' gifts continue to give back to causes close to their hearts, forever.

THE POSITION

- This is a shared role between TECT and Acorn Foundation
- The key focus of this role is to support the day-to-day finance functions; Accounts Payable, Grants Payable, Accounts Receivable, Banking, Compliance and providing general accounts administrative support to the teams.
- Processing invoices and payment runs, issuing receipts, completing reconciliations and ensuring accuracy, efficiency and integrity to our organisations' data and processes.
- This Position Description forms a component part of the Finance Administrator's performance agreement alongside other components such as TECT and Acorn's Strategic Plans, Annual Plans and Trust Policies.

SECTION 2 – POSITION SPECIFICATIONS

FORMAL QUALIFICATIONS

Desirable:

- You'll be an experienced accounts administrator, preferably with an CAANZ Accounting Technician qualification, and
- an experienced Xero user with strong Excel skills

EXPERIENCE / SKILLS

- A passion for people and the community
- Strong accounts administrative skills and a minimum of 3 years' experience in Accounts Payable, Accounts Receivable and accounts support role in a professional office
- Resilient, with the ability and flexibility to manage multiple tasks and work within short deadlines
- High attention to detail and accuracy as data entry is critical to this role
- Strong IT skills, proficiency with MS Office and experience with Xero
- Creating positive working relationships with customers, suppliers, trustees and external stakeholders
- Take accountability for their work and thrive in an environment that encourages team-work and a sense of purpose
- Communicate effectively (orally and in writing)
- Full Drivers Licence

TECHNICAL/FUNCTIONAL EXPERTISE

- Creating AP/AR invoices, coding invoices accurately and ensuring approval processes are adhered to
- Setting up payment runs via online banking and Xero batch payment files
- Setting adhoc payments as required
- Ensuring correct payment/banking authorisation processes are taking place
- Reconciling bank transactions in Xero
- Responding to accounts receivable, accounts payable, and grant payment queries
- Maintaining customer and supplier contacts in Xero
- Maintaining TECT's grants report
- Running reports in Xero and assisting in the preparation of month end workpapers
- Filing of GST returns
- Experience in compliance and working with IRD
- Assisting in the completion of AML and legal documentation
- Assist in cashflow reporting as required
- Assist with ad-hoc and general finance projects
- Strong IT skillset including Word, Outlook, Excel and PowerPoint

PERSONAL VALUES AND BEHAVIOURS

Be Prudent

- Acting with wisdom and care to preserve the social and financial value of the Trusts.

Be Fair

- Being impartial

Be Open

- Being transparent, approachable, flexible and adaptable.

Be Proactive

- Making things happen by identifying needs and opportunities and, when necessary, initiating change.

Be Collaborative

- Working with others to identify priorities, improve performance and achieve great outcomes. Be a flexible team player

Be Respectful

- Be discrete and maintain confidentiality; trustworthy

Have Integrity

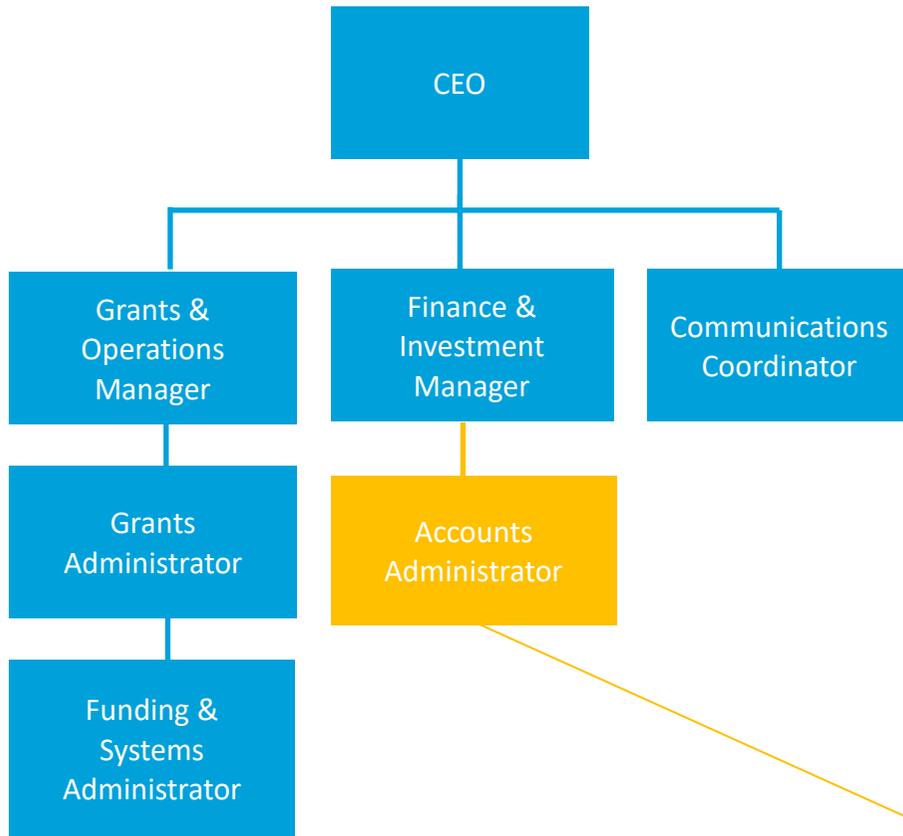
- Doing things well through good judgement, sound ethics, professionalism and consistency.

SECTION 3 – POSITION DIMENSIONS

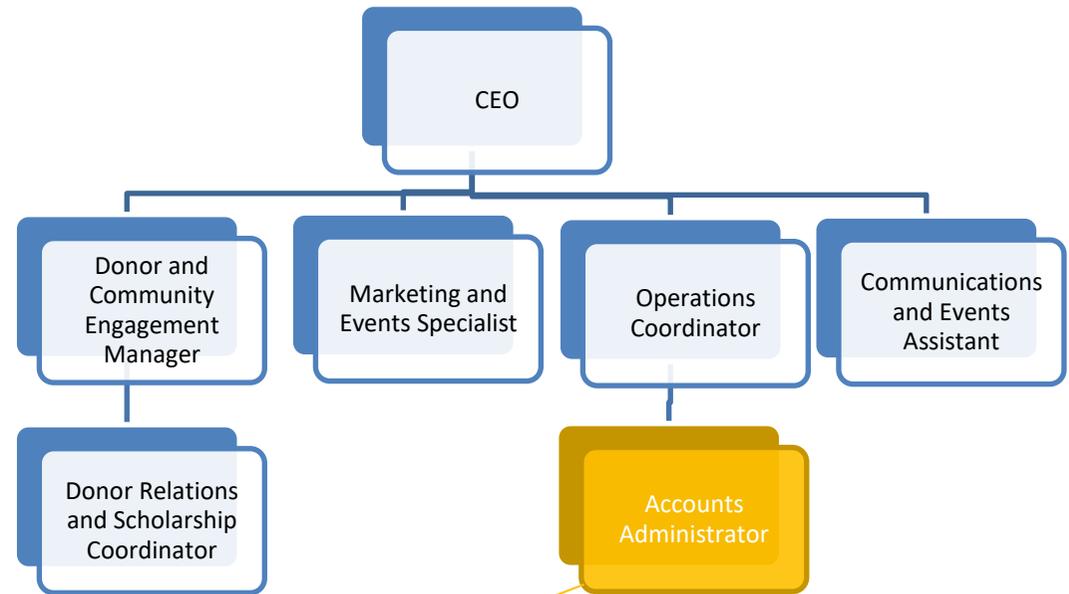
Number of people reporting directly to you:	0
Salary Range	\$50,000 - \$60,000
Most Frequent Contacts	<ul style="list-style-type: none">• Staff at TECT and Acorn• Customers and suppliers of TECT and Acorn• Accounting and audit providers• The two Boards of Trustees• Community partners & organisations, grantees, public, other funders• External stakeholders•

SECTION 4 – POSITION RELATIONSHIPS

TECT - Organisational chart



Acorn Foundation - Organisational chart



Shared role between TECT and Acorn Foundation

SECTION 5 – POSITION ACTIVITIES

Key Tasks & Overall Purpose	Accountabilities
Accounts Payables and Accounts Receivables	<p>In Xero:</p> <ul style="list-style-type: none"> • Creating Sales and Purchases invoices • Coding the invoices accurately as per the organisations' Chart of Accounts • Attaching supporting documentation to the transactions in Xero • Sending for approval to the CEO or Finance and Investment Manager • Maintaining the contact and banking details of all customers and suppliers • Running the monthly Aged Receivables and Payables reports and presenting to the Finance and Investment Manager for review and sign off <p>General:</p> <ul style="list-style-type: none"> • Issuing receipts to Acorn Foundations' donors • Respond to customer, supplier and grant payment queries
Cash payments	<p>Online banking system:</p> <ul style="list-style-type: none"> • Setting up weekly grant payments • Setting up monthly and ad hoc AP payments, grant payments and investment capital call payments (low volume, high value) • Importing Xero batch payment files • Sending payments to the CEO and trustees for authorisation <p>General:</p> <ul style="list-style-type: none"> • Ensuring all payments are made on a timely basis • Ensuring all banking authorisation procedures are strictly followed
Accounting Reconciliations	<ul style="list-style-type: none"> • Complete all bank reconciliations in Xero on a daily basis • Assist in the preparation of month end reconciliations as requested by the Finance and Investment Manager • Assist in running reports in Xero as part of the month end reconciliation process for the review of the Finance and Investment Manager • Reconciling Acorn's donation receipts, regular payments and annual receipts • Assist in cashflow reporting as required
Compliance and IRD	<ul style="list-style-type: none"> • Prepare and file bi-monthly GST returns • Monitoring all entities' MyIR accounts and reporting all notifications, payments due and other account movements to the Finance and Investment Manager • Assisting in the completion of AML and legal documentation as required •
Grants Reporting	<ul style="list-style-type: none"> • Maintain and update the payments in TECT's grants reports • Reporting the month end grants balances to the Finance and Investment Manager • Liaise with grants and finance staff regarding the payment of grants
General	<ul style="list-style-type: none"> • Assisting with projects and other duties as required • Creating Fixed Assets in Xero • Maintaining current supplier contracts • Database administration