



10. Role Description

Finance Administrator/Accounts Payable Part time (0.75FTE)

Last review date: November 2018

GirlGuiding New Zealand – *Ngā Kōhine Whakamahiri O Aotearoa*

GirlGuiding New Zealand has been the leading girls' organisation in New Zealand since its establishment in 1908, when it led the world in being the first national organisation established specifically for girls and young women.

From these visionary beginnings, GirlGuiding New Zealand remains a values-based organisation which prepares girls for making the most of life ahead. Our aim is to help them develop skills, knowledge, values and a sense of adventure through an informal learning programme that's designed to be relevant to the interests of today's girls.

We provide a fun, safe environment where girls are encouraged to be themselves, discover their passions and potential, contribute to their community and form friendships.

Guiding continues to focus on giving girls and young women the opportunity to enjoy a wide variety of social, recreational and community action experience that encourage them to help themselves and help others. We are a girl-led organisation which means that girls choose their own Guiding pathway.

As a member of the World Association of Girl Guides and Girl Scouts, GirlGuiding New Zealand is part of an influential global community.

Our vision:

All girls and young women are valued, inspired and empowered to take action to change their world.

Our mission:

We enable girls and young women to develop into confident, adventurous and empowered leaders in their local, national and global communities.

Our goals:

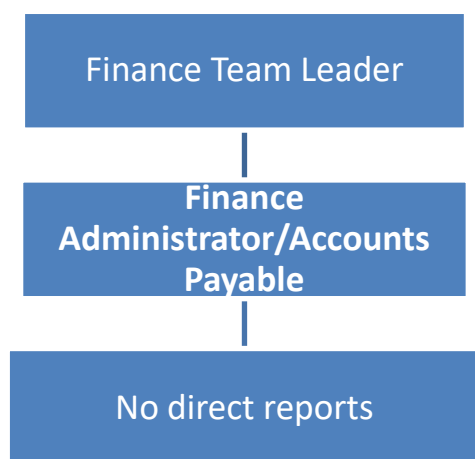
Be considered the leading organisation for girls and young women in New Zealand, increasing our sphere of influence through growth and reach

Purpose of the role:

This role is responsible for ensuring that costs incurred by suppliers, staff and volunteers to GirlGuiding New Zealand are accurately captured within the accounting software.

This includes ensuring that all invoices, prior to entry in the accounting software are authorised for payment in line with GirlGuiding New Zealand's Policy on Delegations of Authority and that invoices are appropriately coded.

The role is also responsible for ensuring financial records are maintained in accordance with generally accepted accounting principles and are in line with the Association's financial policies.

Reporting structure:

GirlGuiding NZ has a team of approximately 1,300 volunteers and staff delivering programmes, activities and events to approximately 10,000 girls and young women each year. Refer to the organisational chart for an overview of the organisation's team and structure.

Important functional relationships:

GirlGuiding New Zealand is a nationwide membership-based organisation which offers a range of programmes and opportunities that rely on the successful integration of the staff and volunteer functions.

This position has key functional relationships with:

Internal:

- Accountant
- Business Services Manager
- Finance Team
- Business Services Team
- Staff
- Volunteers

External:

- Auditors
- Suppliers

Accountabilities:

Leadership

- Continually demonstrate enthusiasm for the organisation’s vision, mission and values; inspire others to achieve goals and assist colleagues towards high performance
- Be part of a successful team by maintaining a shared vision, sound decision making, open and honest communication, professional integrity, personal responsibility, a coordinated approach, continual improvement and robust processes

Strategy

- Proactively maintain and support the development of business processes.
- Prioritise and monitor workload.
- Provide advice to their manager in relation to work prioritisation and policy development and implementation

External relationship development and communication

- Develop and maintain effective relationships
- Communicate GirlGuiding New Zealand’s decisions and achievements

Team support

- Support the Finance Team and any functional and project teams that you are involved in to help them be successful
- Maintain effective relationships with staff and volunteer members
- Understand the wider environment in which GirlGuiding New Zealand operates

Health and safety

- Take responsibility for personal wellbeing in the workplace
- Compliance with health and safety policies and procedures to maintain a safe workplace

Role specific responsibilities:

- Maintain and process accurate payment of accounts to suppliers, staff and volunteers
- Data entry for accounts payable and compiling the weekly and monthly payment runs
- Apply unallocated payments in OGM to the correct member account
- Processing of credit card payments from Gateway reports into OGM
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- Raise debtor invoices
- Assist with daily and month end bank reconciliations as directed by the Finance Team Leader.
- Assisting with the debt management of property, as directed by the Finance Team Leader

- Back up support for the Credit Controller role
- Help build and model great team culture
- Respond to the changing needs of GirlGuiding NZ, performing other tasks as reasonably required

Role specific competencies

- Sound understanding of generally accepted accounting practice
- Good general computer skills including Microsoft suite of products, in particular Excel, Word and Outlook, databases and accounting software
- Attention to detail and accuracy
- Strong analytical skills
- Sound judgement and problem-solving skills
- Good level of written and verbal communication and relationship skills
- Strong personal prioritisation and time management skills
- Acts with Integrity
- Commitment to customer services excellence

General Competencies

- Leadership qualities – acts professionally; self-starter; risk assessor; good listener
- Judgment – considers long-term impacts of decisions
- Collaboration – staff and volunteers work together in achieving common goals for the benefit of GirlGuiding New Zealand. Demonstrates a strong customer service ethic
- Continuous improvement – supports positive change; actively promotes personal improvement; strives for excellence in all aspects of work
- Environmental awareness and appreciation of potential impacts of trends and legislation pertaining to the area of responsibility
- Relationships - establishes and maintains solid relationships with colleagues

Qualifications and experience

- Minimum of one year's proven working in Administration or Finance
- Experience in Greentree or other similar accounting software packages and databases
- Proven achievement of targeted results
- Experience in a not for profit environment would be an advantage

Note: Role purpose, responsibilities and competencies may change over time. Role holders will be notified of any changes. Consultation will take place in the event of any material changes that affect the overall scope, function or possibly size of the role.

Roleholder Name & Signature _____
Date

Manager Name & Signature _____
Date

Chief Executive Name & Signature _____
Date