

# Finance and Admin Manager

## Job Description

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### Your Job Purpose

- Provide excellent financial and human resource services for the Company and the Trust
- Managing obligations to team members, suppliers, customers and third-party vendors
- Preparing and processing employee compensation

### Our Mission

- Totara Springs is a Christian camp that brings God's love to each person who visits. We are especially committed to serving our guests with outstanding hospitality.

### Organisational Context

<i>Responsible to:</i>	General Manager
<i>Direct reporting roles</i>	Admin Team, Bookings
<i>Department and Team</i>	Senior Leadership - -> Admin
<i>Functional Relationships (internal and external)</i>	Senior Leadership Team Team Leaders Totara Springs Staff Volunteers Trustees & Company Directors Guests Vendors

### Your Key Job Responsibilities and Performance Expectations

#### Financial management

- Perform financial management duties, including generating financial data, compiling and submitting reports, and assessing the company's financial health.
- Oversee the operations and development of the company's finances, including creating and reviewing policies, budgeting, recruiting, training and conducting regular assessments of financial procedures.
- Prepare monthly, quarterly and annual account reconciliations, monitor and enforce compliance with tax and financial reporting standards and assist with cash flow forecasting.
- Advise Senior Leadership Team (SLT) and company board on decisions related to the company's finances.
- Document the company's financial status and forecasts with monthly reporting to SLT, team leaders and the company board.
- Mediate between the organisation, employees, stakeholders, shareholders and investors on financial issues for amicable resolution of differences.
- Monthly reporting to the leadership team on-budget performance.

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- Provide advice for yearly remuneration revision.
- Member of the TSCC Audit & Finance Committee

## Accounts Payable and Receivable

- Process outgoing payments in compliance with financial policies and procedures
- Perform day-to-day financial transactions, including verifying, classifying, and recording accounts payable data
- Reconcile the accounts payable ledger to ensure all bills and payments are accounted for and correctly posted.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Entering and coding receipts and payments from bank statements
- Preparing bank reconciliations
- Ensuring all fee services are invoiced in a timely and accurate manner, and are coded correctly
- Overseeing invoicing/billing produced by the Bookings Coordinator and Administrators handling staff accounts
- Managing accounts-receivable ledger and following up on outstanding accounts
- Ensuring banking is done as required
- Reconciliation with Venue360 of amounts owing and receipts
- Providing support for the registration processes of all ministry camps

## Wages

- Maintain and update the payroll system
- Distribute time sheets (where necessary) to staff members
- Process salaries for all staff members fortnightly.
- Payment of PAYE to IRD by due dates
- Ensure that rent, board and lodging costs of on-site staff members are correctly debited from wag
- Prepare, print and file wage reports from the payroll system
- Distribute leave reports to appropriate management

## General Ledger

- Monthly reconciliation of Wages, Bank, Accounts Payable and Accounts Receivable to General Ledger
- Checking and Filing GST Returns
- Supervision of Accounts Payable and over the counter banking

Finance and HR Manager

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<https://totarasprings.sharepoint.com/sites/TotaraSpringsChristianCentreLtd/Shared Documents/HR and Finance/Human Resources/2 Job Descriptions/Admin and Accounts Team/Finance and Admin Manager JD.docx>

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- Support for Management in preparation of Budgets
- Providing support to Accountant and Auditors for year-end audit process
- Keeping track of funding for company projects
- Update cash flow

## Human Resources Administration

- Management of the Administration Team including workflow, schedules and performance reviews.
- Employee documentation preparation - job descriptions, recruitment ads, letters of offer, employment agreements and variances to agreements.
- Coordination of the recruitment process from start to finish, i.e., post adverts, initial application triage and scheduling of interviews, police checks and all candidate communications.
- Collect and coordinate the renewal of police checks and accreditations such as first aid training and child protection training.
- Responsible for the delivery of TSCC Culture Club (new employee and volunteer) induction programmes.

## Spiritual

- Team members will have the opportunity to participate (actively or passively) in Bible reading, prayer, and singing at our team meetings.

## Health and Safety Management

- Actively participate in the health and safety (H&S) responsibilities as outlined in the H&S Management Programme.
- Follow all established work procedures with particular regard to the requirements for H&S, including the use of PPE, no matter of location (i.e. at camp or off-site). Refer to the latest health and safety manual.
- Actively participate in the identifying and reporting of hazards.
- Actively participate in rehabilitation and return to work procedures following an (work related or non-work related) accident, including the sharing of relevant medical information and attendance of medical appointments/assessments.
- Actively promote and support health and safety, and wellbeing initiatives or opportunities for improvement.

## People, Leadership and Culture

- Be a role model and leader of TSCC values and incorporate Our Mission into everything that you do. This includes demonstrating an awareness of and working in a manner that adds value and grows a positive team culture.

## Personal/Professional Development

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- Participate in professional development initiatives and demonstrate an awareness of self and how one's behaviour and conduct may impact others.
- Take responsibility for discussing own performance and professional development with direct manager.
- Demonstrate commitment to up-skilling and further developing specialist knowledge and best practice initiatives.

## Other Projects/Duties as assigned

- Work in a manner that is aligned with our values, TSCC employee handbooks, policies and relevant legislation, in particular policies relating to conflicts of interest and confidentiality policies in all guest, TSCC community and team interactions.
- Fulfil all other agreed upon responsibilities and/or project work in a professional and timely manner.

## Your workload breakdown

40% Financial Administration

35% Financial Management

12% HR Administration

10% Wages

3% Personal/Professional Development

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### Person Specification

#### Experience and Qualifications

- Experience in financial and human resource administration
- Relevant vocational or academic qualification

#### Technical Competencies

- Competent user of MS 365, payroll and accounting (Xero) tools and able to learn new applications and system quickly
- Ability to provide training and transfer knowledge to others with confidence
- Demonstrates an inclusive and engaging communication style
- Excellent communication skills (written and verbal)
- Holistic proactive approach to wellbeing in the workplace

#### Interpersonal Relationships and Communication

- Good listener that can guide or influence people to act and follow correct procedures
- Written and verbal reports are clear, concise, and appropriate to the audience
- Develops productive relationships and maintains an atmosphere of trust
- Effectively resolves conflict and communicates disagreement without being disagreeable, offending, or building resentment.
- Takes the initiative to build/strengthen relationships with others.

#### Work Styles and Personal Attributes

- Demonstrate an appreciation and commitment to the Mission and Statement of Faith of Totara Springs Christian Centre and the values and needs of service users
- Values integrity in all working relationships and in carrying out the principle purpose of the job
- Values a consultative management style
- Able to manage stress
- Takes the initiative to develop and maintain personal expertise and knowledge base