

POSITION DESCRIPTION	
Title:	Financial Administrator
Division/Department:	Business and Finance Support
Company:	Presbyterian Support Southland
Reports to:	Finance Lead
Direct Reports:	N/A
Significant Working Relationships:	<ul style="list-style-type: none"> • Finance Team • Family Works and Care Home Administrators/Reception • Central Office Team
CHARTER <p>Our vision is a community where all people can make the most of their strengths and feel included, valued and safe.</p> <p>To bring this vision into reality, we assist and encourage people facing life's challenges. We provide a range of services in response to the changing needs of individuals and family/whanau in the wider community of Southland.</p>	
Our Values: <ul style="list-style-type: none"> • Respect – Manaaki: Respect for our heritage. • Compassion – Aroha: Compassion with empathy. • Family – Whānau Whānui: Celebration of family. • Community - Iwi whānau/Hāpori: Communities that make a difference. • Accountability – Whakatau tika: Holding ourselves accountable. 	
Job Purpose: <p>To support Presbyterian Support Southland by providing effective financial administration to the Finance Team, including cover for other positions within the team. This role will also support payroll processes and deliver payroll when the Senior Payroll Officer is on leave, ensuring compliance with legislative and organisational requirements.</p>	

Responsibilities and key functions of the role may include but are not limited to:

Joint responsibility for processing and collection of Accounts Receivable – duties include but are not limited to:

- Input of new resident's details and all associated actions
- Monitoring all residents accounts for accuracy and reconcile with monthly statements
- Finalising Estate accounts and liaising with relevant Solicitors.
- Timely interaction with Ministry of Health and WINZ regarding subsidies and benefits
- Identify any potential bad debt and refer to the Finance Lead
- Respond to enquiries promptly, accurately and in a professional manner

Joint responsibility for processing and payment of Accounts Payable – duties include but are not limited to:

- Receive invoices and collate for approval
- Ensure purchase orders/invoices are approved in accordance with Delegated Authority Policy
- Input invoices into accounting system in a timely manner
- Process payment batches ensuring invoices are paid within required time frames
- Liaise with Senior Accountant for end of month accruals

Banking and Cash Management

- Receipt any cash deposits and lodge with bank
- Process necessary entries in accounting system
- Reconcile bank accounts on a daily basis and report any anomalies to Finance lead
- Reconcile client trust accounts
- Reconcile and reimburse petty cash supplies

Providing timely and accurate administrative support to the Finance Lead and Finance Team – duties include but are not limited to:

- Providing the Finance Lead with administrative support.
- Responsibility for the management of files and file destruction according to organisation policies and guidelines.
- General administration duties, including but not limited to; filing, scanning, payment receipting and stock recording.

Payroll Support:

- Assist with payroll processing and reporting as required.
- Deliver end-to-end payroll during Senior Payroll Officer leave, ensuring employees are paid accurately and on time.
- Maintain compliance with collective and individual agreements, Holidays Act, Tax legislation, and other relevant employment laws.
- Process timesheets, backpay, and ad-hoc payments when necessary.
- Ensure HRIS data integrity and confidentiality in line with the Privacy Act.
- Respond to payroll queries promptly and professionally.

Undertakes appropriate tasks and provides general assistance as required by Finance Lead – duties include but are not limited to:

- Contribute to and support Finance projects and developments
- Maintain up to date procedure and reference documentation for the role
- Undertake any other reasonable duties consistent with the position as required by the Finance Director, Lead, Accountant and wider team.

Person specification:

- A minimum of two years previous experience in an administration position, payroll experience preferred but not essential.
- Intermediate Microsoft Office suite skills, including Word, Excel and Outlook.
- Awareness of a high standard of client focus.
- Excellent communication skills, both written and verbal, across a variety of audiences.
- Excellent time management skills.
- Excellent keyboard skills.
- Excellent multi-tasking and organisational skills.
- Demonstrable strong attention to detail.
- Demonstrable understanding of confidentiality, policies and regulations.
- Ability to demonstrate professionalism, integrity and a values driven nature.
- Show commitment to providing services in the spirit of the Treaty of Waitangi.