

Smokechange Limited

Position Description / Person Specification

Part-time Position: Accounts and Office Administrator

(A minimum of 5 hours per week, between the hours of 8.30am – 5pm Monday to Friday).

Responsible to: Programme Coordinator

Key Relationships with:

- Pregnancy and child health professionals
- Maori and Pacific Health Providers
- Professionals and agencies using our programmes
- Other smoking cessation and SUDI providers and agencies
- Participants of programmes
- Business support professionals

Primary Goal: To provide excellent quality and systematic work within the financial accounts and administrative areas to support our organisation achieve ‘a safe start to life for every child’.

Key Tasks and Responsibilities

Service Description	Service Measure
Financial Accounts	<ul style="list-style-type: none"> • To prepare and report on monthly, six monthly and annual expenses against budget • To code all transactions against chart of accounts and in Bank Link • To ensure that accounts payable and receivable are completed on time and to specifications • To ensure that team members are paid in full, on time and as specified • To develop and maintain our financial systems and processes so that we are up to date and efficient in our practise. • To systematically and accurately file all financial correspondence to support our reporting • Liaise with our Accountant on financial matters and reporting • Other duties that support the financial aspect of our work
IRD	<ul style="list-style-type: none"> • To ensure that our IRD Requirements and obligations are met, in full, on time and as specified ie: PAYE, GST and Kiwisaver
Administration Support	<ul style="list-style-type: none"> • To support the office functions to ensure the smooth running of our office ie: phones • To support the team with administration functions ie: stationary ordering, development of resources/forms and basic IT tasks • To lead and be accountable for our promotional listings • To maintain our contacts database

	<ul style="list-style-type: none"> • The updating and maintenance of our websites
Programme Support	<ul style="list-style-type: none"> • To support reporting to the Ministry of Health and the Director • Other duties as required that support the successful delivery of our programmes.
General Support	<ul style="list-style-type: none"> • Other duties as required that support the functioning of the organisation

Person Specification

It is essential that the person filling this position is smokefree.

Attitudes

- Reliable
- Quality orientation
- Systematic approach to work
- Accountable practice
- Committed to providing excellence
- Show leadership in personal practice and be able to work as a team

Competencies

- Systematic
- High level of accuracy and attention to detail
- Adherence to deadlines
- Task focused
- Respectful of confidentiality
- Excellent verbal, numerical communication skills
- Familiarity with an accounting programme (for example: MYOB, ACE Payroll, Bank Link)
- Very good understanding of Microsoft Office and preferably Microsoft Access
- Background in office administration
- Excellent keyboard skills