

**POSITION DESCRIPTION**  
**Green Bay Community House**  
**Accounts Administrator**

**Position:** Accounts Administrator for the Green Bay Community House Society Incorporated

**Reports to:** The Green Bay Community House Society Incorporated Centre Manager

**Employment terms:** Part-time 10 hours per week

**Hours of Work:** Mon - Fri, generally between the hours of 9am – 2pm

**JOB PURPOSE:**

The Accounts Administrator is a crucial job within a small team of three, with a strong focus on independently managing accounting and financial requirements. They have the responsibility for the day to day management of bank accounts, invoice payments, accurate financial record keeping and cash handling. The role also involves financial planning and budgeting duties in conjunction with the Centre Manager and Treasurer. The role encompasses the administration of finances for the Community Centre and the associated school Holiday programme

Additional responsibilities include building relationships with users and the community, monitoring the implementation of health & safety policies and procedures, upholding the administration and service standards required by the Green Bay Community House Society Inc.

**RELATIONSHIPS:**

The position reports to the Centre Manager. They will also foster relationships with the GBCH management committee, accountant, auditor, Auckland Council representatives, hirers and community stakeholders

**OVERALL RESPONSIBILITIES:**

Include the following (and other duties may be assigned from time to time):

Aspect of job	Measures of success
Accounts and Financial Management	<ul style="list-style-type: none"> <li>● Generate invoices monthly or when required, ensuring that book keeping is up-to-date</li> <li>● Community House and School Holiday Programme accounts are reconciled, income and expenditure are recorded accurately</li> <li>● Prepare monthly accounts for reconciliation &amp; make decisions as required alongside Centre Manager and committee</li> <li>● Work with appointed accountant to keep financial records up to date &amp; prepare all required documentation</li> <li>● Prepare documentation for annual audit/review</li> <li>● Ensure the Petty Cash records are accurately maintained and up-to-date</li> <li>● Financial management policies and procedures are followed, and any required changes are raised as part of continuous improvement</li> <li>● Accounts are paid on time and accurately and no late payment charges incurred</li> </ul>
School Holiday Programme	<ul style="list-style-type: none"> <li>● Liaise with parents / caregivers of the School Holiday Programme when required</li> <li>● Independently manage all accounting procedures relating to the School Holiday Programme, ensuring accurate information is processed via AimyPlus and reconciled accordingly</li> </ul>
Payroll	<ul style="list-style-type: none"> <li>● Manage the payroll system, ensure information is current and staff are paid on time</li> <li>● Maintain and set up new employee records</li> <li>● Calculate pay, tax, student loan and superannuation deductions for staff</li> </ul>

	<ul style="list-style-type: none"> <li>● Forward information to government agencies</li> <li>● Keep staff records up to date</li> <li>● Ensure the organisation complies with the law.</li> </ul>
Funding, Relationships and Partnerships	<ul style="list-style-type: none"> <li>● Manage all financial transactions and accounting requirements associated with the processing of funding received for the Community House</li> <li>● Represent the Green Bay Community House in forums relevant to this role.</li> <li>● Assist with funding applications by providing financial documentation as required</li> </ul>
Bank Account Management	<ul style="list-style-type: none"> <li>● Accounts are kept at operational level to ensure all payments or charges are met</li> <li>● Process transfers, manage Term Deposits and other cash assets in conjunction with the Centre Manager and committee</li> <li>● Bank all monies received on a regular basis, ensuring that banking is up-to-date and managed appropriately.</li> </ul>
Budgeting and Planning	<ul style="list-style-type: none"> <li>● Prepare annual budgets for GBCH and Holiday programme, and other project specific budgets as required</li> <li>● Manage the annual and strategic planning documentation from an accounting and financial perspective, ensuring that all auditing/review requirements are met/on track.</li> <li>● Providing support and guidance to the Centre Manager and committee.</li> </ul>
Record Keeping and Reporting	<ul style="list-style-type: none"> <li>● Accurate use of administration, accounting and reporting software including Xero &amp; AimyPlus</li> <li>● Maintaining records as required by law, regulation or policy and ensuring they are kept in an organized and logical manner, easily retrievable and accessible.</li> <li>● Contribute to the development of a streamlined record keeping and filing system</li> <li>● Provide information that meets requirements and deadlines from Auckland Council or any stakeholder, funder or member of staff or Board member for reporting</li> </ul>
Administration	<ul style="list-style-type: none"> <li>● When required assisting with general office duties – including processing bookings, enquiries, issuing keys etc</li> <li>● Support manager with material for meetings, reporting and funding, and any other delegated administrative tasks</li> <li>● Help ensure that the house is kept clean and tidy</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>● Welcoming and helpful approach showing manakitanga to all that visit our centre whether in person, via email or phone, and ensuring timely replies are given to all customers and colleagues.</li> <li>● Demonstrating a knowledgeable and helpful approach, and awareness of local organisations to offer community support</li> <li>● Able to confidently communicate with all members of our diverse community.</li> </ul>
Self Management	<ul style="list-style-type: none"> <li>● Ability to recognise and respond to opportunities to improve customer service or operational efficiency</li> <li>● Positive and open approach to solving problems.</li> <li>● Managing workload and priorities to ensure that work is completed in a timely manner.</li> </ul>
Hazard and Risk Assessment	<ul style="list-style-type: none"> <li>● Reporting of risks and taking positive action to remedy</li> <li>● Co-ordinating with the Centre Manager, Auckland Council and Centre appointed contractors.</li> </ul>

### HOURS OF WORK

The Accounts Administrator will be required to work 10 hours per week over three days, based in the Green Bay Community House or from home as agreed

Office hours at the Centre are 9am to 2pm Monday to Friday and the Accounts Administrator is required to work with the Centre Manager and Office Administrator to ensure that these hours are covered.