



POSITION DESCRIPTION

Position: Accounts Administrator (aka “number cruncher”)
Location: Wellington
Reports to: CFO
Date prepared: March 2020

Key Purpose of Role

The purpose of this role is to ensure the smooth running of the organisation by managing accounting and payroll functions while supporting the CFO.

Key Responsibilities of Role

Key responsibilities for this role fall into the following areas:

- Accounts administration
- Payroll administration
- Contract administration
- General responsibilities

Accounts Administration

- Daily bank reconciliation in Xero.
- Monthly credit card reconciliations.
- All accounts receivable procedures, including raising invoices in Xero and following up nonpayment.
- Calculation of payments due to our regional partners based on contractual agreements and student numbers.
- All accounts payable procedures, including entering invoices into Xero and processing payments.
- Preparation of the GST return to draft stage.
- Running transaction reports for budget holders.
- Balance Sheet reconciliations.

Payroll Administration

- Liaising with our payroll provider to process monthly staff salary payments.
- Administration of IRD payments and processing of any related IRD returns.
- Assisting with any future migration from the payroll provider to an integrated solution with Xero.
- Keeping annual leave and salary spreadsheets up to date.

Contract Administration

- Management of contractual information around sponsorships and grants, including updating the CRM.
 - Management of personnel information around employment contracts and confidential information.
 - Management of police vetting for all staff, trustees, contractors and coordinators.
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General Administration

- Assist the CEO with general administration and travel bookings, including travel for Trustees to attend board meetings and events.
- Keeping the CRM up to date.

General responsibilities

All team members of the Trust are expected to work from time to time in areas beyond their core responsibilities. This may include, but is not limited to:

- Assisting other team members during busy times.
- Assisting in recruiting and retaining schools with visits, phone calls or other interactions.
- Assisting in looking after sponsors, funders and donors.
- Acting as a supporting or lead facilitator (depending on experience) for any of the Trust's facilitated programmes or student events.
- Assisting in any of the Trust's events including logistics (before and during the event) and looking after stakeholders at the event.

Skills and Attributes

Essential skills and qualifications required for this role are:

- Strong attention to detail
- Excellent accounts processing skills
- Proficient computer skills in Xero, Excel, Word and Outlook
- Excellent numerical and analytical skills
- Organisational skills – this is a multi-faceted role and the ability to prioritise is critical
- Teamwork – the ability to work with other team members, internally and externally
- Strong work ethic with regards to confidential information
- Good oral and written communication skills – to engage with our stakeholders
- A continuous improvement mindset

A successful candidate must have:

- 3+ years in an accounts administration role
- Experience using Xero
- Experience preparing payroll
- A good understanding of basic accounting concepts

It would be useful if the candidate has:

- Experience with CRM systems

Key Attributes

As a lean, nimble charity it is important for all team members to balance the tensions between thinking and doing, between being self-sufficient and working as a team player. As such, it is important that you are:

- An innovator – thinking of new things, thinking strategically
- Improvement orientated – always looking at how we do things better
- A hustler – a multi-tasker who rolls up your sleeves and gets things done (a “GSD” attitude)
- Results orientated – knowing how to prioritise so that you focus on achievement over activity
- Flexible – because no two days are alike, and everyone chips in wherever is needed

- Customer focused – because we exist for our students. And we only achieve what we do because of our extended family (funders, teachers, partners, volunteers, alumni and other stakeholders).

Our brand values are very important to us, and we look for these attributes in everyone who works for us:

- **Love What You Do** – working for Young Enterprise is more than having a job or a career, it is about having purpose and passion
- **Connect & Collaborate** – our strength lies not just in how we work together as a team, but how we connect with our “extended family” and collaborate with like-minded organisations and individuals
- **Try New Stuff** – we model ourselves on the start-up ecosystem we are trying to help build. We love pilots and value the ability to innovate but also accept failures and the need to pivot
- **Make It Real** – theory only goes so far. The best learnings, for our students and ourselves, is an authentic one where the experience is real
- **Aim for Awesome** – because that’s what makes all of the above great.