

Position Information

Position: Senior Finance Administrator
Location: Auckland
Reports to: Administrative Services Manager
Team: Finance & Administration
Grade: 13

MHF Purpose

Whakataukī

Mauri Tū, Mauri Ora “Create space for the positive life force found in all things”

Mission

Our whakataukī informs the Mental Health Foundation (MHF) mission:
“Lift the mental health and wellbeing of all people in Aotearoa New Zealand.”

Te Tiriti

In working to its whakataukī and mission, the MHF is on a journey as a Treaty based organisation.

Values

All MHF staff members, processes and relationships aim to work in ways that align with the MHF organisational values:

- **Ōritetanga** - fairness and equity
- **Tika, Pono, Aroha** - respect, truthfulness, compassion
- **Whanaungatanga** - trusted relationships, whānau centred
- **Te Pae Tawhiti** - innovation
- **Toitū** – sustainability

Organisational expectations and performance indicators

- Demonstrates strong interpersonal skills with the ability to communicate with a wide range of individuals effectively and courageously in a diverse environment.
- Able to manage time by organising and planning effectively (prioritising, project management, meeting deadlines, being at work and meetings on time).
- Delivered work to the level of quality expected, on time and within budget.

- Operates in a manner that recognises and upholds the significance of being a committed Te Tiriti partner.
- Adheres to MHF's policies and procedures (supplies receipts, invoices to the accounts team within deadlines, and enters leave into iPayroll consistently and within pay cycles timeframes).

Purpose

To support the Head of Finance & Administration with a range of end of month, reporting, budget and accounts duties for the Mental Health Foundation (MHF).

This role will create the end of month financial reports for the MHF and will regularly liaise and meet with project leads and budget holders to proactively prompt deadlines and identify any issues to troubleshoot with the Finance & Administration Manager. This role will also assist in the development of templates within the annual budget process.

This role will also work as an administration team member providing back up and support to your administration colleagues ensuring administration and support services are provided effectively and efficiently across the organisation.

Key Relationships

- Marketing and Fundraising team
- Programmes and Resources team
- Policy & Advocacy team
- Finance & Administration team
- People & Culture team
- External customers and stakeholders

Key Responsibilities

End of Month finance procedures

- Collate/collect/download relevant statements, back up information or reports from the online or accounting systems and relevant internal roles.
- Process/update monthly account reconciliations
- Enter journals relating to monthly account reconciliations or requested changes/corrections
- Review trial balance and investigate any errors
- Pull monthly reports
- Update tracking spreadsheet
- Building relationships with project leads and budget holders.

Payroll

Ensure business payroll obligations are met and all transactions are completed on time and accurately.

- Prepare accurate and timely fortnightly payroll information for confirmation by the Head of Finance & Administration to ensure efficient processing of payroll.
- Prepare accurate and timely leave reports for line managers. Provide administration support for the leaver process e.g. calculating annual leave outstanding, completing exit details for payroll, notification completion

IRD

Prepare Goods and Services Tax (GST), Fringe Benefit Tax (FBT) and Pay As You Earn (PAYE) returns and reconciliations for sign off by Head of F&A

- PAYE, FBT, GST, Provisional Tax etc. returns and reconciliations are prepared on time and accurately
- Liaise with Head of F&A to ensure all company IRD obligations are met on time and accurately

Reporting

Provide regular reports to the Head of F&A, as required. Assist with the production of monthly management accounts in conjunction with the Head of F&A.

- Provide support and assistance to the Head of F&A in the preparation of monthly reports and annual accounts
- Distribute relevant reports to all relevant internal stakeholders
- Reporting, both internal and external, is accurate and time deadlines are strictly adhered to
- Be available as the first point of contact for queries and advice on interpretation

Financial Administration Performance

Ensure appropriate systems are in place, monitored and managed to ensure efficient, effective performance.

- Ensure the processes and practices within the financial administration function reflects the requirements of the business
- Embrace Continuous Improvement principles and regularly review financial administration processes and practices to identify opportunities for improvement
- Ensure data safety through effective management of systems and back-up processes
- Manage data integrity through quality control checks

Relationship Management

Establish and maintain excellent working relationships with internal and external stakeholders which ensure a high degree of cohesion and a team approach.

- Foster and promote partnership relations with key internal/external stakeholders including suppliers, Executive Leadership Team, and the F&A team
- Work with the F&A Team to optimise internal customer experience
- Maintain an open and transparent relationship with the Head of F&A

Other

Undertake projects as required.

- Complete any other assignments, projects or responsibilities delegated or assigned by the Head of F&A
- Assist with other administrative tasks as required, for example, to cover leave absence
- Respond positively to requests for assistance in other areas, and undertake new work tasks following our MHF values

- Contribute to the overall goal and objectives of MHF through initiative and active team participation

Finance/Accounts and Administration (back-up support, as and when required)

- Accounts Payable (e.g. entering supplier invoices, processing payments, statement reconciliation etc.) ensuring accurate and timely records are kept
- Liaise with suppliers and process supplier credit applications
- Accounts Receivable (e.g. creating invoices, processing payments, weekly banking, monthly customer statement generation and debt collection as required as well as ensuring accurate records are kept etc.)
- Process General Ledger bank reconciliation journals and related spreadsheets
- Update bank account remittance database and maintain appropriate bank balances
- Update and maintain electronic Asset Register and maintain a physical file including copies of supplier documentation for each asset.
- Provide back up support to other members of the Finance & Administration team

Administration

- All staff at the MHF are required to manage their own files, this includes format naming, dating and saving all work correctly in the shared SharePoint structure.

Person Specification

Skills and Knowledge

Essential

- Background of working in a Finance department is essential, preferably with extensive experience of Accounts Payable, Accounts Receivable functions and administrative duties

- Must be able to perform data input activities quickly and accurately
- Must be computer-literate and be able to pick-up the operations of new software packages quickly
- Professional standards of written and verbal communication, general office and business administrative skills
- Working knowledge and capability with information and communication technology
- Alignment with the vision and values of MHF
- High level attention to detail and time management
- Excellent organisational skills with the ability to plan ahead whilst still being able to adjust to constantly changing work priorities
- Able to maintain confidentiality of information
- Strong interpersonal skills with the ability to effectively communicate and work with a wide range of individuals in a diverse environment
- Demonstrated experience in relationship management with both internal and external stakeholders
- Proven understanding of accounting concepts and experience with accounting software e.g. Attaché
 - Understanding of the Te Tiriti o Waitangi
 - Willingness to grow and extend knowledge of Te Ao Māori and Te Reo Māori

Professional and/or Technical Qualifications

Essential

- Proven knowledge and experience in the following:

- Microsoft Office Suite specifically, Excel, Outlook, Teams, Sharepoint
- Accounting packages such as, Attache, iPayroll, MYOB Advanced, Xero
- Customer Relationship Management software

Desirable

- 4+ years in a Finance Administration role