

JOB DESCRIPTION
FINANCE ADMINISTRATOR – AROHANUI HOSPICE



Date:	2 February 2023
Position:	Finance Administrator
Responsible to:	Management Accountant
Hours:	25 hours per week (0.5 FTE)
Important Relationships:	Internal Director People and Operations Director Foundation Foundation Operations Manager Fundraising Team – Including Retail and Farming SLMT Department Leads Reception/Administrators Support Services Team Volunteers External Accounting Contractor Service Providers/Contractors

Purpose of Position

To provide general financial administration support to the Management Accountant. Assisting to ensure that all finance related objectives across the service trust and foundation are met.

Position Responsibilities

Finance Administration

- Preparation of Arohanui Hospice invoices (AR) including managing any overdue accounts;
- Manage debtors and creditors within the accounting system (Xero and HubDoc)
- Action all account reconciliations, check correct delegation levels, ensure accurate coding and certify all invoices for payment before final approval obtained (AP);
- Assist with archival storage of financial documents
- Generate reports as required.
- Provide day to day financial administrative support for the hospice's fundraising team.
- Maintain accurate financial records within the hospice's donor database
- Input donor data, update donor details and provide donor lists when required
- Generate and segment mailing lists for correspondence.
- Record donations and reconcile into accounting system and CRM donor database, including coding against correct general ledger codes
- Assist with the management and accountability of donations/bequests/grants

General Fundraising Financial Administration

- Carry out regular banking of all cash received.
- Reconcile cash from hospice sales table and reception raffles for banking
- Count, record and bank money received from events and appeals
- Preparation of Arohanui invoices (AR) for approval and maintenance of appropriate filing systems;
- Assist with archiving of financial accounts, statements, PAYE/GST. Dispatch redundant financial records to Crown archive company periodically and file all other papers.
- Services correspondence/documents to meet archiving requirements;

Treaty of Waitangi

- To demonstrate awareness, acceptance and understanding of the Treaty of Waitangi and its principles
- Demonstrates the ability to integrate the principles of the Treaty of Waitangi into practice wherever practical
- Is aware of appropriate cultural protocols and practices of Arohanui Hospice services including when working with Māori incl tapu and noa.
- Develops partnerships with AH teams and stakeholders responding appropriately to individual and cultural needs.

Health and Safety

- Take responsibility for the health and safety of yourself and others, in partnership with Arohanui Hospice in accordance with current legislation and obligations.
- Ensure any and all hazards are identified and reported.

Person Specifications- Skills, Qualities and Experience

Essential

- Proven broad administrative skill and experience particularly in the areas of financial accounting
- Proven ability to develop and establish workable databases, systems, spreadsheets and processes
- Sound experience and knowledge of all Microsoft Office systems and ability to learn new systems
- Ability to successfully resolve issues and problems
- Ability to cope under pressure and multi task
- Proven ability in using initiative
- High degree of professionalism and confidentiality
- Process driven with a strong focus on attention to detail
- High standard of communication skills, both written and verbal

Desirable

- Experience, knowledge or exposure working within a professional health environment.
- Desire to contribute to the charitable objectives and culture of a community hospice
- Confidence in exporting and importing financial data and reporting via spreadsheets
- Knowledge and experience of financial planning and accounting systems with experience in performance reporting cycles and systems an advantage
- Willingness to go the extra mile when situations require it

- Experience engaging with professional service industries

General Responsibilities of and employee of Arohanui Hospice

The following responsibilities are shared by all Arohanui Hospice staff. Please read this section carefully as it contains important information that applies to your role every day.

Arohanui Hospice Professional Standards

- Seek to honour principles of the Treaty of Waitangi both in spirit and in the letter of the law relating to the Treaty by showing sensitivity to diversity and cultural complexity in the workforce, patient and community population
- Display and promote the Kaupapa, vision and values of Arohanui Hospice in all dealings
- Be familiar with and adhere to the provision of all relevant acts and regulations, organisational policies, relevant procedure manuals and the code of conduct
- Maintain relevant qualifications, including registrations and practising certificates, required for legal and safe practice
- Comply with conditions and terms of your agreement
- Participate in annual performance review and in conjunction with your Manager, identify your own development needs and plan to meet these needs
- Manage your own time and prioritise your work effectively
- Participates in, actively promotes and reports continuous quality improvement activities within the role
- Ensure you carry out your work in a way that is customer focused and meets professional standards by acting with fairness, honesty, integrity and openness
- Do not comment or offer any public opinion, criticism or statement regarding Arohanui Hospice without the required approval

Confidentiality

- Adhere to the Privacy Act 2020 and the Health Information Privacy Code 2020 and subsequent amendments in regard to the non-disclosure of information
- Strict confidentiality of patient, applicant and employee information is maintained at all times

As a member of the Arohanui Hospice team I will:

- Behave and work in a responsible and ethical manner that is consistent with your profession
- Be positive about what we can achieve, work to high standards and motivate others to achieve outcomes
- Be open, flexible and accepting of challenges
- Treat others as you would like to be treated
- Be honest with myself and with others
- Use resources thoughtfully and effectively
- Behave and work in a responsible and ethical manner that is consistent with my profession
- Understand that everyone has a voice and therefore I will listen, acknowledge and respond appropriately
- Recognise that each individual brings unique qualities that contribute to the team and organisation

Values	Behaviours
<p>Rangatiratanga Know the way, show the way We each lead by example</p>	<ul style="list-style-type: none"> • Wherever we are in the organisation we are each responsible for its success. • We strive for continuous improvement in every aspect of our work. • We create value and quality by setting high standards for ourselves, using our initiative and good judgement, respecting and supporting the roles of others.
<p>Whanaungatanga Together we are more</p> <p>We are connected by a powerful common purpose, enriched by each other, and bound by mutual respect for our cause</p>	<ul style="list-style-type: none"> • Understanding and valuing the part each person contributes is essential to our success. • We know the sum of our efforts is greater than the parts. So we stand together, shoulder to shoulder, never losing sight of our obligations to our families, our community, our stakeholders, our business partners and to each other
<p>Manaakitanga The power of human kindness</p> <p>We are thoughtful and responsive. We operate with integrity in our dealings with others</p>	<ul style="list-style-type: none"> • Thoughtfulness, warmth and kindness are central to our identity and enhance our mana. People are precious, we care about their safety and holistic wellbeing. We take pride in our services and in sharing them with others
<p>Kaitiakitanga We are all part of a legacy</p> <p>We have been entrusted with the wellbeing of our service and we are honour-bound to protect it and prepare it for the future</p>	<ul style="list-style-type: none"> • Our duty to our community is important to us. • Our services are precious (taonga), we protect and nurture them. • We are innovative and creative in working towards ensuring that all our operations are sustainable – economically, socially, environmentally and culturally.

Declaration

I have read and understand this position description. I understand that this position description does not specify every task to be undertaken and that I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position. This position description may evolve over time and may be amended by the employer following reasonable notice to me. I sign as confirmation of understanding and acceptance of the role and its key areas of accountability and expected outcomes, conduct and behaviours.

Employee's Signature: _____ **Date:** _____

Name: _____

Manager's Signature: _____ **Date:** _____

Name: _____