

Position Description

Position Title:	Accounts Officer (Part time)
Hours:	25 hours per week
Function:	Corporate Services
Area:	National Head Office
Reporting to:	General Manager Corporate Services
Direct Reports:	Nil
Position Description Date:	June 2018

About Us:

Vision: Victims of crime and trauma are in control of restoring their lives.

Victims of crime and trauma need safety, healing, justice and restitution. We exist to ensure victims can meet these needs through Support Workers (Volunteers) from across our communities. Our Support Workers and the staff that support them are at the heart of our work and priorities. We provide support in ways to restore mana, belonging and wellbeing as an expression of Manaaki Tangata. Manaaki Tangata means supporting and caring for the people, upholding their mana. Manaaki Tangata can also be described as using the korowai (cloak) that signifies the embracing of people with warmth, care and support.

We ensure our work is guided by the principles of the Treaty of Waitangi and the recognition of Tino Rangatiranga.

Advocacy for the human rights of victims will always be an essential part of our work with individuals, organisations and government.

Purpose of Role:

The primary purpose of this role is to ensure that approved payments are made in a timely and accurate manner and in accordance with organisation policies and procedures. The role helps ensure that stakeholders receive timely and accurate financial information. It also contributes to legal compliance. The role supports a range of other finance and administrative functions.

Key Responsibilities and Performance Indicators

The key responsibilities for this position are:

1. Review requests for payment to ensure all are appropriately authorised, coded, GST compliant and in accordance with organisation policies and procedures
2. Follow up any missing, incorrect or non-compliant invoices or documentation
3. Reconcile creditor statements

4. Petty cash – process requests for petty cash imprests, ensuring transactions are appropriate, correctly coded and documented. Follow up as required, and effect payments
5. Credit cards – distribute statements to card holders. Ensure card transactions appropriately coded and documented. Follow up any missing, incorrect or unexpected items. Process credit card transactions in a timely and accurate manner
6. Implement the Youth Justice payment system, including completion of reconciliations
7. Enter invoices, payments and other transactions to the accounts payable system
8. Ensure payments are made in a timely and accurate manner
9. Reconcile the creditors subledger to the general ledger
10. Ad hoc analysis, reporting and/or project activities as required
11. Maintain complete documentation and systematic files for all activities
12. Provide advice and support to internal stakeholders regarding accounts payable activities
13. Advise the General Manager Corporate Services of any questions or concerns regarding requests for payment, documentation or any other matter
14. Recommend enhancements to internal controls, processes, and systems. Contribute to the implementation of agreed enhancements
15. Support audit and review processes
16. Provide financial and administrative support for the Victim Support lottery and other fundraising activities
17. Banking, receipt processing, mail, filing and other administrative functions as required
18. Participate other departmental activities as required, e.g. accounts receivable, reconciliations.

General responsibilities

19. Maintain effective professional working relationships and communications with all stakeholders
20. Promote health and safety of all staff and stakeholders engaged with Victim Support and adheres to our health and safety policies and procedures
21. Articulate, advocate and promote Victim Support Vision and Values, and contribute to a positive organisation culture and reputation
22. Identify and participate in agreed relevant professional development opportunities
23. Provide support for Corporate Services team activities
24. Carry out any other reasonable tasks assigned by the General Manager Corporate Services.

Key Accountabilities and Relationships

Number of Direct Reports:	Nil
Operating Budget:	Nil
Authorisation to hire:	N.A.
Authorisation to sign contracts:	N.A.

Relationships:

Internal:	GM Corporate Services Senior Finance Officer Corporate Services team Senior management team All other staff both in National office and regions
External:	Creditors Bank Auditors Oranga Tamariki

Person Specifications

1. Essential attributes

(a) Technical skills

- Excellent verbal and written communication skills
- A minimum of two years' experience in accounts payable using a computerised accounts payable system
- Strong Microsoft Office skills, particularly in relation to Excel
- Reconciliations expertise
- Strong keyboard skills
- Analytical skills
- Experience in applying organisation financial policies

(b) Personal attributes

- Impeccable ethical standards
- Professional approach
- Excellent problem solving skills
- Exceptional organisation skills
- Strong customer service focus
- Willingness to support the wider team
- Ability to engage effectively with people with diverse backgrounds and experience
- Ability to influence others positively
- Ability to work well under pressure during peak periods
- Commitment to organisation values and culture

2. Desirable attributes

- Prior experience with MYOB or MYOB EXO
- Experience in other finance disciplines (e.g. accounts receivable, bank reconciliations, journal preparation)
- A relevant formal qualification relating to finance and/or qualification as an Accounting Technician is not required, but would be advantageous.