

Morrinsville Community House

Job Description for Funding and Finance Administrator – Temporary (Fixed Term) Maternity Cover – 1 year

POSITION: Funding and Finance Administrator
RESPONSIBLE TO: Manager
Committee

HOURS OF EMPLOYMENT: 22.5 hours per week negotiable

FUNCTIONAL RELATIONSHIPS:

(Internal) Manager
Treasurer and committee
Receptionist
Counsellors
Tenants

(External) Funders
Local businesses
Community agencies
General public
Matamata Piako District Council
Central Government

Objective of the Role

The funding and finance administrator will be responsible for the facilitation of funding applications and financial responsibilities. The funding and finance administrator is accountable to the manager and needs to work independently and with initiative, thereby enabling the manager to perform other responsibilities. The funding and finance administrator is expected to uphold the vision, values, goals and policies of Morrinsville Community House.

Position Overview

- Preparation of funding applications and meeting accountability requirements and deadlines
- Collating, interpreting and presenting client outcomes as required to meet funding obligations, enable the analysis of the effectiveness of our work for and the promotion of Community House
- Identify and develop funding opportunities
- Maintain professional relationships with both internal and external professionals involved with Morrinsville Community House
- Financial responsibilities to include payroll, budgeting and relevant reporting

Skills

- Good conceptual and analytical skills
- Experience in project planning, development and financial management
- Ability to prioritise and meet deadlines while maintaining service quality
- Excellent organisational, numeracy, literacy and computer skills
- Proficient knowledge of Microsoft Office Suite, especially Word, Excel and Access Database
- Familiar with Xero accounting software and online banking
- Statistical analysis of database information, and reports to substantiate measured outcomes of our services
- Experience in writing reports, proposals and correspondence
- The ability to work effectively with a wide range of people from different backgrounds and organisations
- Experience/knowledge of social services or charitable organisations

Primary Duties

- Fundraising for day to day operations
- Preparing outcome statistics as required for funders
- Managing the budget in partnership with the manager and as approved by committee
- To administer financial investments with direction from the committee
- To oversee the invoicing of debtors as undertaken by the receptionist
- To authorise payments of creditors in partnership with the treasurer
- To prepare and submit financial reports and accounts through Xero accounting software
- To manage the payroll and maintain staff leave records
- Attend and report at monthly committee meetings
- To develop and maintain networks with funders, local community and community groups (in partnership with manager), and attend meetings with funders and community groups as required
- To assist with reception duties when required

Please note: This employment position is offered on a temporary basis to replace someone on parental leave.