

## **Position Description – Finance Administrator**

POSITION: Finance Administrator / Office Support (part-time – 20 hours a week)

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REPORTS TO: Communications Coordinator

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LOCATION: Waikato (at least 1 day in the Hamilton office)

### **PURPOSE OF POSITION**

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The NZ Landcare Trust/Ngā Matapopore Whenua is a national organisation focused on community-led sustainable land and water management. NZLT is an independent NGO established in 1996. The Trust brings together production, environment, and recreation groups to tackle the challenges of sustainable land and water management.

The Trust's mission is sustainable land management through community involvement. It is a grass roots approach – focused on landowner and community 'action on the ground'. Through our team of 16 field-based coordinators, we work directly with land managers and catchment/community group leaders to provide advisory and project support. The Trust is active in 12 regions and maintains a database of over 172 catchment groups, 11 catchment collectives and 434 Community/Landcare groups, many of which we have supported over the years to plant hundreds of thousands of trees, to fence and protect hundreds of kilometres of rivers, streams, lakes, and wetlands and to restore native ecosystems and biodiversity on farm.

NZ Landcare Trust is looking to employ a part-time, fixed-term Finance Administrator / Office Manager to support our team to carry out this important mahi. If you are looking for a flexible position with a cause-driven organisation where you can have great work/life balance and provide much-needed support to a passionate and tight-knit team of people, this might be the role for you. The primary purpose of this position is to provide administrative support for the communications coordinator and Finance Manager.

### **KEY TASKS**

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#### **Administrative tasks**

- Maintaining a calendar of events in line with the project work plans and reporting requirements
- Coordinating and arranging team meetings as well as other internal and external meetings with multiple stakeholders
- Booking venues, flights, training, and catering for a busy team of coordinators
- Sourcing quotes for goods and services as required
- Couriering parcels, office mail and board reports, as required

#### **Finance tasks**

- Invoicing funders as per the project budget & milestone as required
- Filing, Archiving and Warehousing the Trust's documents
  - Accounts Payable
  - Accounts Receivable
  - Bank Reconciliations & Statements
  - Credit card statements & receipts x monthly
  - Filing of Project Milestone Reports & supporting documents
- Data Entry

- Accounts Payable – enter into Reckon & cross check to source documents and review to budget.
- Enter Payables into Direct Link & cross check to Reckon
- Accounts Receivable – create & allocate to correct cost centre and monitor receipt of payments
- Have a good understanding of GST Tax and it's period implications
- General Journals as required
- Providing general support to the Finance Manager when required

**Communication tasks**

- Maintaining a calendar of events in line with the project workplans and reporting requirements
- Coordinating and arranging team meetings as well as other internal and external meetings with multiple stakeholders
- Writing copy for social media and website updates
- Updating the Trust's website as requested
  - Update project pages or the Trust's website as required – narrative & photos
  - Monitor and Update the Trust's Facebook page

Applicants for this position should have experience working in office 365 (Outlook, Excel, Word and PowerPoint). This position requires attention to detail and an eye for numbers. The position is part-time, working 15 hours per week, with the option to work, mainly from home. The salary range for this position is \$27 - \$30 per hour, depending on skills and experience. The successful applicant will require administration and accounts experience and should ideally have experience working with Reckon Accounting software. Applicants must be legally entitled to work in New Zealand.

To apply for this role, you can submit your Curriculum Vitae and Cover Letter to Shaila-Lee Workman ([shaila.workman@landcare.org.nz](mailto:shaila.workman@landcare.org.nz)). This advert will remain open until we find the right person for the role.