

Finance Administrator

Reports to: National Director



POSITION DESCRIPTION

Position purpose The Finance Administrator is responsible for ensuring Elevate maintains good financial records and processes, meets all its financial reporting requirements, and ensures the Management Team and Trustees have the relevant financial information to assist with decision making.

Main tasks Core objectives include:

- Ensure banking processes are carried out accurately and in a timely manner.
- Carry out duties required for Accounts Payable and Accounts Receivable.
- Manage payroll for the organisation, ensuring staff are paid on time and accurately.
- Arrange payment of invoices, both for the main accounts and, where necessary, the various ministries and branches of the organisation.
- Issue end of year tax receipts for donations to the organisation, including end of year tax receipts for regular donors.
- Process all the financial transactions of the organisation in the accounting software.
- Reconcile all bank accounts and debit cards with bank statements and in the accounting software.
- Assist ministry groups to maintain good financial procedures and processes.
- Prepare monthly reports for the Trustees and Management Team.
- Track term deposits and advise on cash flow requirements for the main accounts.
- Create budgets for the organisation, working with the National Director and Management Team, and then report against these budgets.
- Set up or close bank accounts and manage signatories, as required, and as authorised by the Board of Trustees.
- Review and update the chart of accounts in consultation with the Board Treasurer.
- To gather, prepare and file the information for the annual report to Charities Services, in consultation with ministry representatives for the statistics, the accountant on the financial side, and the Board of Trustees for review and approval.

The above list is not exhaustive, and the role may change to meet the overall objectives of the business.

Other Duties Additional duties include:

- Respond appropriately to customer enquiries, both over the phone and by email.
- Prepare financial information to assist with decision making and fundraising.
- Manage petty cash and cash tins for our Centre and National Support Office, including recording and banking the cash in a timely manner.
- Fulfil other duties as required by management

Required qualities

- Professional approach
- Excellent organisational and time management skills
- Excellent attention to detail
- Good customer service
- Strong written and verbal communication skills

PERSON SPECIFICATION

Qualifications, Experience & Knowledge

- Formal accounting education, preferably at tertiary level
- At least two years' experience doing accounting in a business or large not-for-profit
- Good working knowledge and experience with Xero would be advantageous
- Advanced working knowledge of Microsoft 365 is desirable
- Knowledge of payroll processes would be advantageous

Skills, competencies & personal attributes

- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience
- **Attention to detail:** excellent attention to detail, especially for reporting, data entry and communication.
- **Teamwork:** willingness to assist and support others as required and get on with team members. Quick to acknowledge others contributions, emphasize team over self, ask for help when needed and not be concerned with status.
- **Interpersonal Skills:** the ability to be interpersonally appropriate and aware. Good judgement and intuition around people and group dynamics.
- **Time management/organisation:** accomplish objectives effectively within time frame given and carry out administrative duties in an efficient and timely manner.
- **Motivated:** self-motivated and diligent, a strong work ethic and commitment to development and growth.
- **Christian Character:** strong Christian character and values that actively guide decisions and life.