

## Position Description

<b>Position Title</b>	Team Administrator
<b>Post</b>	<a href="#">Buenos Aires</a>
<b>Category</b>	Locally Engaged Staff
<b>Reports to</b>	Ambassador
<b>Last Review Date</b>	February 2013
<b>Delegations</b>	The position has financial responsibilities in line with the financial delegations register

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**About the Post** The Post represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services. This is done by building connections with the host Country and other countries of accreditation that enables the New Zealand Government to achieve more than they could alone.

The Post takes a distinctively New Zealand approach, reflecting New Zealand's diversity and heritage. Our values are professionalism, leadership, respect, collaboration and innovation.

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**About the Position** The Team Administrator is directly responsible for

- Providing general administration support
- Providing a range of account and administrative support tasks
- Providing prompt, efficient and courteous telephone and reception services.
- Responding to information enquires from members of the public including researches, academics and students

to help ensure the efficient and smooth running of the office.

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**Relationships** The position is required to build and maintain the following relationships:

### Internal (within Post)

- Ambassador
- Other local staff
- Group Business Manager, Wellington
- Information Technology (key staff)

### External (outside Post)

- Local Foreign Ministry
  - Relevant national and local government agencies
  - Administrators in other key diplomatic missions
  - Other New Zealand Agencies
  - Local contracts (e.g. stationery supplies, garages)
  - Local security companies
  - Contractors and suppliers
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**Key  
accountabilities**

Financial and Accounting Services

- Responsibility for daily accounting, including preparation of Navision payment schedules for approval, ensuring timeliness and accuracy.
- Responsibility for issuing receipts, preparing and undertaking banking and other banking activities as may be required (e.g. drawing cash travel advances and organising international transfers).
- Responsibility for organising payments to providers.
- Responsibility for managing recovery of personal costs and travel advance reconciliations.
- Responsibility for managing petty cash float, petrol cards/vouchers for official vehicle, and corporate credit card reconciliations.
- Responsibility for observing Internal Control requirements at all times.
- Assist Administration Manager in preparation of the Budgeted Output Costing System (BOCs) and Review of Allocations (ROA).
- Assist Administration Manager in preparation of cashflow forecasts, variance reports, and accruals.
- Assisting Administration Manager, as required, with Audit visits.

Administration

- Undertake reception and telephone duties, arranging for other staff to provide cover when out of the office.
- Responsibility for post telephone system, arranging for maintenance and ensuring automated messages and automated after hours messaging system are up-to-date and functioning
- Manage the mail process including incoming and outgoing diplomatic airfreight bags, couriers and motorbike deliveries
- Undertake customs and other clearances through the Ministry of Foreign Affairs, removal companies, customs agents etc.
- Respond to general enquiries referred to the Post by telephone and by email.
- Check and maintain post public email address, replying or forwarding mails to other staff as required.
- Ensure staff airport access cards are obtained, current and renewed as required.
- Assist other staff with the organisation of all logistical aspects of official visits.
- Identify and purchase tea, coffee, milk, water and stationery supplies, in liaison with Administration Manager.
- Assist Policy Adviser with dissemination of mail outs, maintenance of distribution lists.
- Assist in the repair, purchase or sale of official vehicles.
- Assist with the registration and deregistration of official vehicles.
- Arrange for regular servicing of vehicle, if possible at a time that does not conflict with post needs.
- Undertake messenger and delivery services as required.
- Undertake general administration.

### Consular

- Participate in after hours and on-call consular arrangements; and to provide assistance when necessary at other times at the direction of the Ambassador. Back-up in the absence of the Administration Manager.

### Security

- Be familiar with the Post Security Instructions and adhere to these at all times.

### Organisational Responsibilities

- Ensure all Ministry policies and procedures are adhered to.
- Be aware of and adhere to health and safety policies and procedures that may be set from time to time.
- Contribute to post-wide projects and emergency response situations.

### Knowledge Management

- Contribute to the continuous development of the Post's knowledge base by using the Post's internal systems, sharing information and data with relevant internal stakeholders.

### Other

- Cover other local staff duties during absences.
- Undertake additional duties and after hours duties as required.
- Undertake driving duties as required.
- Maintain an up-to-date Desk File.
- Other duties as required.

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## **Qualifications, skills and experience**

You must have the following qualifications, skills and experience:

- Substantial experience in an administration role with a specific focus on finance and knowledge of administration and financial administration procedures
  - Demonstrated ability to contribute to and work within a team
  - Proven numeracy skills
  - Good understanding of IT systems – both hardware and software especially Microsoft Office applications
  - Excellent written and oral communication skills (in both English and Spanish)
  - Attention to detail, promptness and thoroughness in following through tasks
  - Demonstrated ability to build and maintain effective working relationships and work within a team
  - Highly competent in Microsoft Office suite
  - Well-developed planning and organisational skills, including punctuality, ability to prioritise tasks effectively and work under
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pressure

- Strong customer focus, with the ability to communicate effectively with a diverse range of people
  - Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail
  - Ability to work autonomously and within guidelines, demonstrating the use of initiative and sound judgement
  - Demonstrated commitment to continuous improvement, including adaptability and openness to change
  - Ability to anticipate issues and problems and produce creative solutions
  - Display personal integrity and an honest and ethical approach
  - Hold a current, clean driver's licence and be able to drive post vehicles safely in local conditions.
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**Additional  
comments**

- Ability to obtain and maintain appropriate security clearances.
  - The position requires the job holder to carry out After Hours on-call duties
  - The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be required from time to time.
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