Position Description

Position Title	Team Administrator (Finance)
Post	Ankara
Category	Locally Engaged Staff
Reports to	Administration Manager
Last Review Date	July 2012
Delegations	This position has no financial delegations.

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 achieved by building connections and relationships with the host Country that enables the New Zealand Government to progress key foreign and trade policy and consular objectives.

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

About the Position

The Team Administrator (Finance) is responsible for providing general administration support with a particular emphasis on financial reporting, contract management and analysis activities to ensure the efficient and smooth running of the office.

Relationships

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

Internal
- Head of Mission
- Deputy Head of Mission
- Administration Manager
- Other staff at Post

External
- Administrators in other key diplomatic missions
- Other New Zealand Agencies
- Local utility providers
- Local contractors and suppliers
- Local banking institutions

Key accountabilities

The position has the following key accountabilities:

- **Finance**

- Compile and complete preliminary drafts of the annual post budget, review of allocations, out-turn and end of financial year returns.
- Maintain expenditure within budget allocations and cash flow predictions and advise Administration Manager of any aberrations.
- Provide a report (on a monthly basis) to the Administration

Manager and HOM on current expenditure levels and details of the official entertainment (HOM and Post), travel etc.

- Analyse expenditure patterns / progress for variance reporting and provide a monthly synopsis
- Approve all Financial Management Information System (FMIS) entries, generate FMIS payment / revenue summaries and maintain the FMIS database
- Undertake end of month financial procedures, including monthly bank reconciliation.
- Reconcile corporate credit card expenditure and process applications for new cards or cancellation of existing cards as required.
- Maintain up-to-date records of financial authorities, commitments and internal controls.
- Undertake day-to-day accounting functions for the post as follows:
    - Prepare invoices related to the Embassy and ensure all payments made are accurate and approved.
    - Act as post receiving and banking officer.
    - Administer Embassy cash and bank accounts
    - Prepare salaries, travel advances and check all travel claims.

- **Property**

- At the direction of the Administration Manager, obtain quotes for furniture, equipment, and office supplies. Procure items as directed and ensure appropriate accounting processes are followed.
- Under the supervision of the Administration Manager arrange for the disposal of furniture, equipment, and vehicles.
- Where required, arrange access to property and supervise outsource provider representatives undertaking maintenance and inspections of property.
- At the direction of the Administration Manager assist with obtaining quotes for maintenance/repairs work and liaise with the insurance company (if required).
- Maintain the Post Asset Register, ensuring that the Fixed Asset Register is updated and that regular inventory checks are carried out in accordance with Ministry requirements.

Contract Management

- Undertake regular liaison with Embassy contractors.
- Ensure contracts are accurate, current and legally correct.
- Keep an up to date file of all maintenance contracts entered into by the Embassy
- Liaise with contractors and monitor contract compliance and renewal.
- Supervise contractors on site and ensure work performed is of a high standard.

Organisational Responsibilities

- Ensure all Ministry policies and procedures are adhered to.
- Be aware of and adhere to the Health and Safety policies and

procedures.

- Contribute to post-wide projects and emergency response situations.
- Demonstrates an awareness of and acts consistently with Post and Ministry values.
- Be aware of and adhere to the Post's LES Code of Conduct.

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.

Security

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

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Qualifications, skills and experience

You must have the following qualifications, skills and experience:

- Proven experience in a business administration role with a focus on financial management and reporting
- Proven experience of finance functions and processes in an office environment
- Proven numeracy and basic analytical skills
- Strong understanding of IT systems – both hardware and software especially Microsoft Office applications and document backup and security
- Excellent written and oral communication skills (in both English and local language)
- Attention to detail and thoroughness in following through tasks
- Demonstrated ability to build and maintain effective relationships and working within a team
- Highly competent in Microsoft Office suite
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under 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 sound judgement
- Demonstrated commitment to continuous improvement, including adaptability and openness to change
- Ability to anticipate issues and problems and think of creative solutions
- Displays personal integrity and an honest and ethical approach
- Hold a current, clean driver's licence and be able to drive post vehicles (as required) safely in local conditions.

Additional comments	• Ability to obtain and maintain appropriate security clearance (where required) • 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 from time to time.