# Position Description

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| **Position Title** | Team Administrator (Finance) |
| **Post** | New York |
| **Category** | Locally Engaged Staff |
| **Reports to** | Administration Manager |
| **Last Review Date** | September 2012 |

**Delegations**

The position has the financial responsibilities of:

- Banking Officer
- Cheque Signing Officer

**About the Post**

The New Zealand Permanent Mission in New York represents the New Zealand Government to the highest standards of professional excellence in multilateral diplomacy and international development at the United Nations (UN). This is done through building and enhancing relationships with UN Member states and agencies of the United Nations to enable the government to fulfil its multilateral priorities and international obligations.

The Mission takes a distinctively New Zealand approach that reflects our country's culture diversity and heritage. Professionalism, leadership, respect, collaboration and innovation are core values to which the Mission aspires.

**About the Position**

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

**Relationships**

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

Internal (within Post and MFAT)

- Head of Mission
- Other staff at Post
- Group Business Manager, Wellington
- Account Managers (e.g. Finance, HR)

External (outside Post)

- Administrators in other key diplomatic missions
- Other New Zealand Agencies
- Local utility providers
- Local contracts (e.g. stationery supplies, function supplies)
- 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 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
- Administer Mission cash and bank accounts
- Prepare invoices related to the Mission and ensure all payments made are accurate and approved.

Administration

- As Post Travel Coordinator organise staff travel and accommodation ensuring it is pre-approved and that claims are settled within two weeks of travel completion
- Administer LES salaries, overtime, seconded staff Post allotments and payments to Interns
- Administer staff leave and TOIL and report balances to HRS
- Monitor and calculate LES annual leave and retirement/resignation gratuity liabilities for post's budgeting requirements
- Facilitate staff entitlements/claims: rep pool, laundry, education costs, cell phones, LES workers compensation insurance and seconded staff medical claims
- Assist other staff when work pressures arise
- Provide back up to the Executive Assistant as required, including providing cover in their absence
- Undertake reception and telephonist duties as required, including when the Team Administrator is on lunch break.

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. Arrange for the disposal of furniture, equipment, and vehicles. Make arrangements for maintenance/repair work as required
- Where a major property project is scheduled, at the direction of the Administration Manager collate and provide relevant local

information
- Support the preparation of the property and facilities management components of the Post budget ensuring routine and specific maintenance is budgeted for
- Support the management of property and facilities management contracts by ensuring accurate contract documentation is maintained, approved invoicing and payment procedures are followed, costs incurred are within budget and regular review meetings are held
- Undertake monthly audit of vehicle running sheets
- Maintain and verify official Ministry registers Works of Art, Post Assets and Individual Property Inventories

Functions & Events

- Organise and oversee arrangements for official lunches, receptions, functions and meetings, including venues, catering, invitations and preparation of guest lists agendas and run sheets.
- Be on hand to welcome guests and provide support to the event.
- Account for food and drink consumed and document accordingly.

Visits

- Assist with the planning and organisation of official visits, including preparation of programmes and appointments.
- Arrange airport and railway station VIP facilitation as required.

Organisational Responsibilities

- Ensure all Post policies and procedures are adhered to.
- Be aware of and adhere to the Health and Safety policies and procedures.
- Be familiar with the Post Security Instructions and adhere to these at all times.
- 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.

## Qualifications, skills and experience

You must have the following qualifications, skills and experience:

- Three-five years' experience in a business administration role with a focus on financial management and reporting
- Demonstrated experience of finance functions and processes in an office environment
- Proven numeracy and basic analytical skills
- Excellent written and oral communication skills
- 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

**Additional comments**

- Ability to obtain and maintain appropriate security clearance
- 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.