

## **Position Description: Finance Administrator**

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| Job title              | Finance Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Location               | St Paul's Church Office, 52 Symonds Street, Auckland                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Days/Hours             | Part-time – 15-20 hours per week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Reporting to           | Vicar and Treasurer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Internal Relationships | Vestry, Clergy, General Manager and staff team                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| External Relationships | Diocese, Trust Management Ltd, GTB (General Trust Board), Banks, IRD, Auditors, Landlord/Property Managers, Suppliers and Congregation/donors                                                                                                                                                                                                                                                                                                                                                                                                        |
| Purpose                | The Finance Administrator is responsible for the end-to-end finance operations, financial planning and analysis, and financial controls and procedures of St Paul's Church. This is a hands-on role that combines the technical detail of accounting with the relational work of helping Vestry, clergy, the General Manager and staff make well-informed decisions. The Finance Administrator provides timely, accurate and practical financial services, strengthens finance processes and supports the careful stewardship of St Paul's resources |

## **Key Responsibilities:**

- ◆ Preparation of monthly and quarterly management accounts, including budget-versus-actual variance analysis, and presentation of clear and insightful results at Finance Committee review meetings
- ◆ Preparation of annual budget for Vestry approval and monitoring oversight.
- ◆ Preparation and presentation of year-end financial statements in accordance with GAAP and applicable IFRS at AGM and for consolidation into Diocesan Group Financial Statements
- ◆ Weekly payroll and leave processing using IMS MYOB Payroll, together with ad hoc reporting of staff expenses and responses to management and employee queries
- ◆ Management of annual audit requirements, including ensuring information is complete, accurate and provided on time
- ◆ Processing and oversight of donations, events, church hire and parking revenue, giving seasons, accounts payable and accounts receivable in Xero, in conjunction with Planning Center CRM and the Stripe payments platform
- ◆ Donation management, reporting and liaison with donors, including Giving Season reporting, donor queries and donor set-up in Xero and Infoodle CRM
- ◆ Preparation of annual donation tax certificates utilising the Infoodle CRM. Including reconciliation of donor software to Xero and ensuring IRD legislative compliance
- ◆ Completion of monthly balance sheet and bank reconciliations, and oversight of credit cards and other finance reconciliations
- ◆ Preparation and filing of GST and PAYE returns and liaison with IRD
- ◆ Cashflow management and forecasting

- ◆ Management of the Fixed Asset Register and co-administration of insurance
- ◆ Co-administration of property and clergy housing rentals, purchases, repairs and maintenance
- ◆ Lease management and negotiation with the General Manager
- ◆ Building project and repairs and maintenance cost management in conjunction with the General Manager
- ◆ Project work, including matters such as trust or ownership transfers, software assessment and utilisation, and office relocation analysis
- ◆ Reconciliation and management of trust accounts in conjunction with Trust Management Ltd and GTB (General Trust Board)
- ◆ Facilitation and management of credit cards, loans and mortgages, and management of banking relationships
- ◆ Financial systems management and implementation of process improvements, including accounting, donor management and cloud-based payroll systems
- ◆ Development, review and management of financial policies and procedures, including cash handling, expense authorisation and mileage
- ◆ Collaboration with Vestry, clergy, the General Manager and staff to support sound stewardship, resource allocation and practical financial decision-making

All staff members are required to recognise individual responsibility for workplace Health & Safety under the Health & Safety In Employment Act 1992