

AMANA TRUST BOARD

JOB DESCRIPTION

JOB TITLE

Finance Administrator

PURPOSE

Efficiently manage the financial information within the organisation to ensure the smooth and accurate management of funds and ensure all financial information is accurate and up to date at all times.

SPECIFIC DUTIES & RESPONSIBILITIES

Policies and processes

- Draft financial policies and processes.

Accounting and bookkeeping

- Facilitate deposits of payments into the organisation's bank account.
- Raise accounts receivable invoices using the organisation's accounting system in accordance with standard organisational processes.
- Raise accounts payable invoices using the organisation's accounting system in accordance with standard organisational processes.
- Seek approval from account signatory authorities and pay accounts payable bills via online banking.
- Audit purchase receipts for all major purchases to ensure a receipt exists and a copy is kept.
- Scan and file receipts electronically following the approved organisational processes for purchases.
- Reconcile bank accounts in accounting software and donations in donor database.

Donor management

- Initiate and manage direct debits to ensure accuracy of information and correct amounts are processed.
- Manage failed automatic payments and direct debit payments, and contact donors to organise a reschedule time for automatic payments and direct debits.
- Take all steps necessary to prevent or avoid wherever possible any disruption of donors, or inaccurate billing and reporting of donor automatic payments and direct debits.
- Manage and maintain the donor database and ensure its accuracy.
- Respond to donor accounting related inquiries in a timely and efficient manner by telephone and email.
- Issue donation receipts at the end of the financial year.

Reporting

- Collate information and process monthly accounts.
- Collate information and compile reports and grant information as required.

Additional responsibilities

- Manage the relationship with finance stakeholders such as accountants and auditors.
- To actively contribute both ideas and skills towards the improvement and efficiency of the organisation's processes and procedures.
- To be a problem solver who actively seeks to find simple, cost-effective solutions to problems with a minimum of instruction.
- To complete all relevant paperwork in a professional manner on time, every time.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

- Accounts Payable/Receivables experience or Accounting qualification.
- Experience using Excel preferred
- Experience using Xero preferred
- Experience using CRM databases preferred
- Detail orientated
- High computer literacy.
- Strong numerical and problem solving skills.
- Cross cultural competency
- Knowledge of traditional Islamic beliefs and understanding of Muslim communities in Aotearoa New Zealand preferred