



Position Description - Accounts Administrator – Accounts Payable

New Zealand Playcentre Aotearoa Vision/Mission:

Whanau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

Purpose of the Position

This person will be part of the Finance team. This role will be responsible for accurate and timely processing and payment of vendor invoices. They will maintain and keep accurate accounts payable records.

Please note this position description may change from time to time as reasonably required by Playcentre Aotearoa.

Place of Work

Playcentre Aotearoa National Office, Porirua

Reporting

The Accounts Administrator – Accounts Payable reports to the Senior Accountant & Internal Auditor

Key Relationships

- Accounts Administrator – Accounts Receivable
- Centre Kamahi
- Senior Leadership Team
- Regional Managers
- Regional Staff
- External Vendors



“Whānau tupu ngātahi – families growing together”

Key accountabilities	Performance expectations
Accounts Payable	<ul style="list-style-type: none"> • Provide backup to the Accounts Payable Lead where required • Process, reconcile and prepare accounts, expense claims and credit card claims for payment following established process accurately and efficiently • Complete vendor set-ups in the financial system • Ensure verification and approval of all invoices and payments are completed by the appropriate person in accordance with the Financial Delegations Policy • Oversee payment approvals ensuring they are completed by the assigned approvers, sending reminders where necessary • Escalate any issues relating to overdue accounts payable, unavailability of approver or any matters of concern • Assist in preparing new credit account applications • Assist in the processing of other payments as requested
Accounting	<ul style="list-style-type: none"> • Comply with financial policies, procedures and systems • Cooperate with and support auditors to allow the efficient sign off of the year-end financial reports
Reporting and file maintenance	<ul style="list-style-type: none"> • Ensure appropriate records/documentation are saved and filed in a timely manner. • Ensure all enquiries are responded to in a timely and approachable manner.
Centre focused	<ul style="list-style-type: none"> • All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support proactively helps playcentres to be able to undertake their work.
Bi-cultural partnership	<ul style="list-style-type: none"> • Participate in ongoing Treaty and Bicultural related training and other appropriate professional development • Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa • Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre
Health and Safety	<ul style="list-style-type: none"> • Undertake his/her work safely and do not participate in activities that may place others in danger or risk • Comply with all H&S information, instruction, training and supervision • Report any health & safety hazards, risks and incidents in the workplace immediately to the National Property team • Comply with all requirements of return to work and rehabilitation plans

Key competencies	Description
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> • Acknowledge and respect everyone as being grounded in their culture. • Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions.

Key competencies	Description
Analytical thinking	<ul style="list-style-type: none"> Establish clear goals and priorities Review or create reports, identify trends as well as isolated events
Building relationships	<ul style="list-style-type: none"> Be dedicated to meeting the expectations and requirements of the wider Playcentre community Identify internal and external stakeholders and develop strong relationships with individuals and groups.
Communication with influence	<ul style="list-style-type: none"> Support the Playcentre community to find a common ground and viable solutions that meet their needs as well as the needs for the centre Support messages with relevant examples, demonstrations and stories
Consultation & collaboration	<ul style="list-style-type: none"> Provide expert and valued advice to support stakeholders (internal and external) and build trust Draw on own knowledge and expertise to provide relevant advice to stakeholders
Delivering results	<ul style="list-style-type: none"> Ensure that work and information are complete and accurate

	Skills, experience and qualifications
Required	<ul style="list-style-type: none"> Experience using Finance system software Some familiarity with double entry bookkeeping Computer literate An intermediate user in word and excel Good verbal and written communication skills Organised and can work to deadlines
Desired	<ul style="list-style-type: none"> Experience of Accounts Payable in a medium/large organisation Knowledge of Playcentre and a commitment to uphold Playcentre philosophy Knowledge and experience within a charitable organisation Experience with Microsoft Dynamics Business Central, Continia or similar systems