



JOB DESCRIPTION – ADMINISTRATOR

Position Title:	Administrator
Location:	65 Queen Street Kahungunu Executive ki Te Wairoa Charitable Trust ("Kahungunu Executive")
Reports To:	Team Coordinator, Business Services
Internal Relationships:	Board of Management General Manager Team Coordinators Team Members
External Relationships:	Suppliers/Servicing Companies Creditors and Debtors Accountant, Auditor and other professional advisors

Kahungunu Executive's Vision Statement

Te Oranganui o Nga Whānau o Te Wairoa.

Kahungunu Executive Mission Statement

Delivering health, social services, mental health and housing services that achieve whānau aspirations.

Kahungunu Executive Whakatauki

Ko te Amorangi ki mua, Ko te hāpai o ki muri.

Kahungunu Executive Values

Tika, pono, aroha – true, honest and compassion. This relates to being fair and honest when dealing with whānau and being respectful of their views and needs.

Manaakitanga – hospitality, kindness and support. This relates to showing respect, generosity and care for whānau.

Raranga – weave. This relates to collaboration with whānau, agencies and funders.

Rangatiratanga – ownership and autonomy. This relates to acknowledging the mana and autonomy of clients and that they stand independently.

Hiranga – excellence, importance and significance. This relates to providing the best quality support and assistance to whānau.

PRIMARY PURPOSE OF POSITION:

The role of Kahungunu Executive is two fold:

- To provide health and social services to whanau including tamariki and rangatahi in the rohe covered by Kahungunu Executive (which covers parts of Hawkes Bay).
- To conduct activities as described in the Community Development Act 1962, for the social, cultural and economic development of Wairoa.

Services are provided in accordance with contracts with the organisation's funders (for instance the Ministry of Health and the Department of Child, Youth and Family Services) and in accordance with the kaupapa of Kahungunu Executive as described in the above Act.

The Administrator's key role is to ensure the smooth and efficient operation of the organisation's administrative and internal management systems, and to provide administrative assistance to the General Manager as required.

KEY RESULT AREAS:

1. Financial Processing and Control

- Assist accountant with the preparation of all Inland Revenue Returns (this includes GST, PAYE and any other required returns).
- Maintaining the payroll system and ensuring staff are paid appropriately and in a timely manner.
- Assisting the General Manager to compile financial reports for the governance / Committee and for funders when required, including liaison with the organisation's Accountant and Auditors.
- Maintains organizations invoicing system and ensuring invoices are paid appropriately and promptly.
- Maintains organizations payments of accounts and ensuring accounts are paid appropriately and promptly.

2. Health & Safety

- Ensuring the office's equipment and physical assets are maintained in proper and safe condition (as required by Health and Safety Legislation) and organising repairs and/or replacement where required.
- Arranges the amendments for all identified hazards.
- Managing the vehicle fleet and monitoring adherence to the organisation's vehicle policy.

3. Purchasing

- Organising purchases of supplies for the office or for other resources where requested by Team Coordinators or the General Manager, and maintaining contact with suppliers.
- Liaising with suppliers (consumables, stationery, etc.).
- Ensures cost effective process for all organization purchasing requirements.
- Maintains adequate levels of stock, including all consumables, stationery etc.

4. Administration

- Ensuring all new employees provide all information details including bank account, driver licence details etc.
- Ensures all new employees are provided with uniform requirements.
- Ensures all new employees are provided with resource requirements.

COMPETENCIES REQUIRED:

1. Qualifications

- A business or office management qualification would be highly desirable for this role but is not essential. The organisation is interested in people with a commitment to excellence and quality.
- Computer skills and strong organisational skills are needed and training will be provided in these areas.

2. Attributes

- Integrity and honesty.
- Confidentiality and loyalty.
- Flexibility and responsibility.
- Excellent telephone and personal communication manner.
- Good computer skills and numeracy skills.
- Accuracy with data.
- Shows initiative and adaptability.
- Ability to work independently and in a team.

3. Competencies

The Administrator is required to demonstrate the following levels of competency for this role:

COMPETENCY		LEVEL OF PERFORMANCE REQUIRED FOR THIS POSITION
Behavioural	Teamwork and Relationships	A strong teamwork ethic and ability to develop durable relationships with staff and suppliers
	Initiative and Innovation	Ability to create new ideas and develop innovative methods to do things
	Commitment to Treaty of Waitangi	A commitment to the Treaty and to implementing the principles of partnership, protection and participation by Maori in the work of the Executive
	Cultural competencies	A commitment to development of whanau, hapu, Marae and tikanga / te reo Maori
	Commitment to the organisation	A strong commitment to Kahungunu Executive to achieve excellence in all its activities and outcomes for the community
Technical	Communication	Well developed communication skills and negotiating skills with suppliers
	Expertise for the position	A background in IT, managing information and managing financial processing is needed and training will be provided to maintain skills in this area
People	Leadership and management	Ability to manage the organisation's business needs and work with the General Manager and Team Coordinators to ensure the organisation's infrastructure meets their needs
Business	Financial and Physical Resource Management	An ability to manage resources and allocation of resources