

Accounts Administrator / PA

We are looking for an experienced accounting and administrative professional, to join this venerable organisation.

This key role reports to the Chief Executive Officer. You will be providing a wide range of accounting and administration functions and support to this organisation and its members.

You will be a proven relationship builder who is a strong team player and extremely customer focussed. You will be a self-starter who looks for continuous improvement opportunities and who efficiently manages their time and responsibilities.

A glimpse of what you'll do:

- Accounts payable and receivable, ensuring appropriate timeframes are met.
- Reconciliations.
- Subscription renewals, invoicing, and recording.
- Financial administration that is completed in a timely and accurate manner to meet deadlines.
- Prepare regular and accurate reports to management.
- Provide quality "front of house" communications through phone and face to face greeting.
- You will be adaptable in both your regular day-to-day tasks and your communication methods with the audiences whose needs are always changing.
- It is expected that you will attend annual conference and smaller workshops throughout the year. (Around NZ)

Like it is with most jobs, there will be other tasks that come your way so a flexible and positive attitude will go a long way.

What you need:

- Proven experience and understanding of Tier 3 NFP accounting.
- Experience using Xero accounting, Office 365 including SharePoint, and WordPress.
- Excellent verbal and written communication skills (fluent in English)
- Have good time keeping, a strong work ethic and be totally reliable.
- Previous experience working within a membership organisation. (Highly Desirable)
- Ability to work independently and as part of a cohesive team.
- Impeccable attention to detail with a high level of accuracy.
- To be able to multitask and deal with interruptions and shifting priorities.

Applicants for this position must be a New Zealand resident.

This is a permanent, part-time role, 21 hours a week, Monday, Tuesday and Wednesday, working from the National Office in Wellington.

Hours are expected to grow with more activities over time.

To be considered for this role, an interview will take place and references will be conducted. You will also pass a pre-employment medical, drug and alcohol screening.

You can email your CV and cover letter to –

anne.smith@jobsmith.co.nz or kayla.robinson@jobsmith.co.nz to apply.