

Job Description

- Job Title:** Kaiāwhina Administration Assistant
Little Citizens – 12hrs per week
- Section:** Administration
- Reporting to:** Kaitiaki Pūtea Accountant
- Date last changed:** November 2020
- Version:** 1.4

6. Job Objective:

To undertake administrative, reception and record keeping tasks to ensure all relevant information is maintained and the centre operates as efficiently as possible.

To offer administration support to the Family Whanau Coordinator, Operations Leader and Practice Leader as required.

7. Declaration:

The duties of this role are not limited to those listed below, but include other duties as required to assist in the operation of The Methodist Mission, as determined by the Accountant.

This Job Description will be updated annually, after consultation with the position holder, and it is intended that these updates will capture the bulk of tasks associated with the role at that time. Additionally, the Director may authorise a new Job Description at any time.

8. Key Tasks:

To provide effective and competent administration and reception services to Little Citizens. To give administrative support to the Family Whanau Coordinator, Operations Leader and Practice Leader.

9. Job Responsibilities

| Key Tasks | Elements |
|----------------|--|
| Administration | All filing systems are orderly and filing is kept up to date All administration tasks are dealt with in a timely and professional manner. Competency with laminating and photocopying and completed within the time frame required |
| Family records | All necessary information obtained, collated, processed and filed within agreed timeframes |
| Reception | Visitors to the building and those phoning the centre will experience a welcoming and helpful reception Phone messages accurately recorded and delivered as soon as practicable. Basic Te Reo Māori is used to answer the phone and welcome people visiting the Methodist Mission All enquiries are addressed promptly, professionally and appropriately. This includes ensuring the Mission is able to provide a single entry point to all its services. |

| | |
|----------|--|
| Accounts | <p>Routine orders are purchased and stored ready for use by staff.</p> <p>Carry out pricing and ordering on stationery and equipment requests as required.</p> <p>Other items will be purchased as per list or instructions.</p> <p>All supplier invoices matched with purchase orders for processing and any issues addressed.</p> <p>Petty cash monitored and reconciled on a regular (at least fortnightly) basis</p> |
| General | <p>Abide by The Methodist Mission policies and procedures at all times.</p> <p>Provide advice to the line manager on any issues of concern</p> <p>Undertake other projects from time to time</p> <p>Meet with the line manager regularly for the purpose of monitoring workflow and workload</p> <p>Participate in annual appraisal and work-planning</p> <p>Commitment to working for a bicultural organisation</p> |

10. Authorisations

| | |
|-------------|--|
| Staffing | No authority |
| Contractual | No authority |
| Financial | Code and act as first signature for LC expenditure |

11. Relationships

| | |
|---------------------------|--|
| Functional relationships: | <p>Kaitiaki Pūtea Accountant</p> <p>Kaiwhakahaere Operations Leader</p> <p>Kaiārahi Tikaka Practice Leader</p> <p>Kairuruku Whānau Whanau Coordinator</p> <p>Kaiako Little Citizens Teachers</p> <p>Kaitautoko Kiritaki Client Support Workers</p> <p>Suppliers</p> <p>All Mission staff and clients</p> |
|---------------------------|--|

12. Person Specification

Qualifications

Essential

Current driver's licence.

Desirable

Current First Aid Certificate.

Qualifications in business administration or business technology an advantage.

Skills

Essential

Administration skills

Time management skills

Good written and oral communication skills

Excellent planning and organisation skills

Comfortable using and understanding basic

Te Reo Māori and tikaka with a willingness to

develop these skills further

Desirable

Familiar with client management software (Apt childcare, Exess)

Personal Qualities

Flexible and responsive

Ability to relate well to staff and students and work as part of a team

Ability to keep information strictly confidential

Ability to make appropriate decisions quickly

Sound judgement and non judgemental

Self-motivated and energetic

Ethical

Ability to cope with pressure

Ability to work independently

Able to meet deadlines, handle multiple tasks and prioritise.

Able to use initiative effectively.

Accurate and pays attention to details

Experience

Experience in a similar role.

13. Authorisation of Job Description

Kaitiaki Pūtea Accountant:

Date: 16th November 2020

Kaihautū Director:

Date: 16th November 2020