

POSITION DESCRIPTION

Position: Trust Administrator & Accounts Person

Location: Oromahoe, Bay of Islands, Northland

Responsible to: The Board of Trustees

Direct Reports to: The Chairperson

Nature of Employment: Permanent (maximum of 40 hours)

Purpose of Position

- To be responsible for the preparation and production of all documents, accounts and reports necessary for the Trust and its Commercial Interests to conduct its general affairs.
- To assist in ensuring the Trust follows the provisions of the Trust Order and Te Ture Whenua Act 1993
- To support the Trustees in carrying out their duties and responsibilities to the owners by providing high-quality administration services such as directed by the Chairperson (or convened sub-committee)

Qualifications

- Must have extensive experience of Accounts Payable, Accounts Receivable functions, and general administration duties
- Must be able to perform data input activities quickly and accurately with experience in using zero software
- Must be computer literate and be able to pick up the operations of software packages quickly
- Must have intermediate to advanced skill level of entire MS Office Suite
- A knowledge of written and verbal Maori is an advantage.

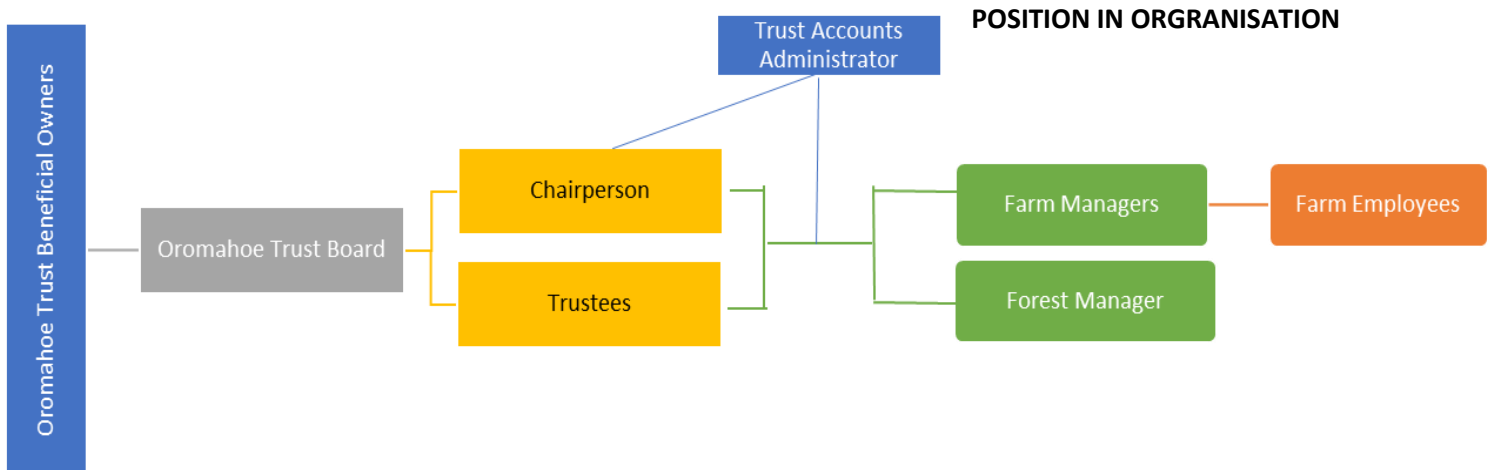
Person Specification

The Accounts Administrator is a key role in the Administration and Financial Function of the Oromahoe Trust. As such the person must possess good interpersonal people management skills and excellent communication both written and verbal. The person must also be able to work unsupervised and proficiently to ensure maximum number of tasks are completed each day. They must be highly organised and efficient at managing the critical operational tasks assigned by the Trust so we are audit ready and meet our compliance obligations. This includes all records and documentation management/storage.

Duties Include (but not limited to)

- Prepare Meetings schedule annually and ensure all functions (including minute keeping, facility booking, catering and meeting correspondence) are completed correctly and according to any required time frames
- Ensuring the collation and distribution of all necessary reports and action lists are provided to Trustees by the required timeframe.
- Ensuring there are Trust Process, Policies and Procedures Manuals in place for all relevant Trust Business and that they are kept up to date.
- Ensuring an accurate Directory of Beneficial Owners is kept.

- Provide secretarial duties to Trustees and prepare management reports as required (N.b. You are required to attend Trust meetings, which are conducted in what may be deemed outside normal business hours of work).
- Undertake research into projects or applications that may contribute to the progression of the Trust
- General secretarial duties including receipting of correspondence and in conjunction with the instruction of the Chairperson providing appropriate responses
- Completion of all Applications of New and Retiring Trustees through the Maori Land Court and Induction of any new Trustees into general Trust Policy and Business as required
- Management of all Trust Communication and updated information through various methods including Newsletters, Websites, Emails or Social Media Platforms
- Preparation and maintaining administration and secretarial budgets as approved by the Trustees
- Receipt and Reconciliation of all Supplier invoices and Creditor requests
- Reconciliation of all Trustee and Farm Management Receipts and Reimbursements and preparing all Trust and Farm Supplier and Creditor Payments
- General HR assistance and preparation of Employee Contracts
- Receipt of all Trust and Farm Employee Time Sheets as indicated by the current required pay periods and preparing PAYE and Wages for payment
- Production of all Financial Reports for the Trust and Commercial Interests of the Trust
- Preparation, Collation and production of the AGM Book annually.
- Facilitating and managing all communications and relationships between the Trust, Farm and Forestry Managers to ensure tasks are effectively and practically completed
- Collating and Preparing quarterly Farm and Forestry Reports for Trust meetings which include payments and sales as well as stock and production reviews.



External Partners to the Trust include (but not limited to):-

- Bankers
- Insurers
- Legal representatives
- Government Agencies
- Consultant(s)
- Stock Agents
- Project Researchers

These parties are not directly employed by the Trust Board, but provide recommendations and information for the Trust to have continued progression.