



Position Description

Title:	Accounts Administrator (part-time, 20 hours a week)
Division:	Administrative Services
Reports to:	Group Manager Corporate Services
Location:	Gore
Approved by:	General Manager – Yrless Limited
Date:	May 2024

Purpose of the position

To provide financial administration services and office support for Yrless Plus to ensure that our customers receive great service, and we build great relationships with our suppliers.

Principal responsibilities/key result areas

- Provide effective finance and administrative support
- Process accounts payable including loading invoices for payment approval.
- Process accounts receivable, including accurate and timely reconciliation and payment matching.
- Support the company accountant to produce timely financial reports.
- Work as a collaborative and adaptable team member of a growing business.

Specific Tasks

Financial services and support

- undertake daily banking records reconciliation;
- invoice processing, coding and receipting;
- assist in compiling information for use in the monthly financial reports as required;
- compile cost centre enquiries for the General Manager as required;
- load direct debit forms;
- process bad debtors through the system, including referral to credit agencies;
- load payments for two-step approval processes;
- data entry and peer review.
- keeping up-to-date on changes as they occur, and working with the team to adjust the processes and systems accordingly.

Administration support

- responding effectively to customer invoice enquiries received in person, or by phone, email or letter;
- following through on queries received, including collating information from other staff, and providing appropriate responses to customers in a timely manner;
- accurate and timely data entry processing, and undertaking any finance-related filing, scanning and photocopying;
- preparation and proofing of outgoing financial correspondence following corporate standards.

Other duties

- Relief support for the Corporate Services Manager, as required
- From time to time the incumbent may be asked to assist with other tasks, particularly during times of leave or illness.
- Maintain a strict sense of professional ethics, maintain confidentiality and privacy, and abide by the Code of Conduct.

This position description is not intended to be an exhaustive list of tasks, but to act as guide as to the main duties and responsibilities of the position. Its content will be subject to regular review in conjunction with the job holder.

Key relationships and stakeholders

Internal	Nature of the relationship
General Manager Yrless Corporate Services Manager	To obtain guidance on work plans and priorities, and to report progress and identify issues where relevant.
Yrless Administrative and Technical Staff	To collaborate on Yrless day-to-day work. To share information, seek and provide assistance, and discuss implementation and technical issues, in order to work effectively.

External	Nature of the relationship
Yrless Customers	To respond to invoicing queries from customers.
Yrless accountant	To inform, share information, liaise on specific matters, and represent the interests of Yrless.
Māori organisations and tangata whenua	To actively engage with these groups to support building a collaborative relationship.

PRE-EMPLOYMENT CHECKS

To fulfil the requirement of this position the following may need to be completed:	Criminal conviction check Pre-employment drug testing
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Personal qualities, skills and experience

<p>Personal qualities</p>	<p>A cheerful person, who:</p> <ul style="list-style-type: none"> • is a confident, adaptable self-starter with a willingness to learn, and uses initiative. • can express their ideas clearly. • has a high level of personal and professional integrity. • values being part of a team and keen to make a positive contribution. • can work with minimum supervision, manage workflows and prioritise tasks, but is also comfortable to ask for help when needed. • maintains an active interest in the provision of internet services within a growth business. • is flexible and adaptable and able to work under pressure and to deadlines. • is happy to assist with jobs outside of their core function when required.
<p>Experience and knowledge</p>	<ul style="list-style-type: none"> • Demonstrated experience with accounts payable and receivable with an affinity for numbers and an ability to work quickly and accurately. • Demonstrated administrative experience within a busy office environment. • Proven ability to manage competing priorities and deliver to tight deadlines. • Confident technology user, with a good understanding of financial and CRM programmes, Excel, and Word. • Excellent written and telephone skills. • Demonstrated aptitude for working in fast-paced technically complex and innovative environments.
<p>Skills</p>	<p><i>Specific skills</i></p> <ul style="list-style-type: none"> • A high level of attention to detail, balanced with a positive attitude. • Financial acumen and accuracy. • Ability to communicate clearly with all types of people. • Ability to maintain and manage workflows. • Be willing to learn existing systems and new processes. • Have the ability and willingness to take ownership of delegated responsibilities. • Can consistently follow through and see processes and queries through to conclusion. • Ability to think through issues and offer solutions. • Be flexible and assist with other duties during busy periods. • Aptitude to learn legislation and regulatory requirements, and ability to keep abreast of changes. <p><i>Desirable skills</i></p> <ul style="list-style-type: none"> • Good working knowledge of Xero and Splynx. • Local knowledge of the Southland and Otago regions and their communities. • Good understanding of Health and Safety in the workplace. • Experience in developing and/or implementing new or improved processes.

Competencies

CORE COMPETENCIES	
Competency	Skilled
11 Composure	Is cool under pressure, does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during the tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
15 Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
27 Informing	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.
51 Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
52 Process Management	Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
62 Time Management	Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
67 Written Communications	Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

INDIVIDUAL CONTRIBUTOR COMPETENCIES	
Competency	Skilled
29 Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
31 Interpersonal Savvy	Relates well to all kinds of people – up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
33 Listening	Practices attentive and active listening; has patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
55 Self-Knowledge	Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balances (+ 's and - 's) performance reviews and career discussions.