

Burnett Foundation Aotearoa

POSITION DESCRIPTION

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| Position | Finance and Administration Coordinator |
| Employment Basis | Permanent, Full Time (37.5 hours per week) |
| Location | Burnett Foundation National Office, 31-35 Hargreaves St, St Marys Bay, Auckland |
| Reporting to | Finance and Administration Manager |
| Direct Reports | N/A |
| Indirect Reports | N/A |
| Team Purpose | Burnett Foundation Finance and National Administration Team is responsible for ensuring the effective financial management and stewardship of Burnett Foundation. They also provide efficient and effective administrative support to National Office. |
| Key Internal Relationships | Executive team as well as all Burnett Foundation team members as required |
| Key External Relationships | <p>Key organisations and individuals relevant to Burnett Foundations goals in the areas of Burnett Foundation's Finances and National office administration. This includes:</p> <ul style="list-style-type: none"> • Contractors and Suppliers • Debtors & Creditors • Burnett Foundation banking and audit associates • Burnett Foundation building maintenance contractors • Other organisations, individuals or groups working to improve HIV, sexual health or rainbow health • Communities affected by HIV, especially gay, bisexual and other men who have sex with men (GBM) and people living with HIV (PLHIV) |
| Role Purpose | <p>The main purpose of the role is to support the Finance and Administration Manager in developing and maintaining processes and systems as they relate to the effective management of Burnett Foundation's finance operations and National Office administration. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Supporting with the annual audit of Burnett Foundation and ensuring financial compliance at all times. • Providing general office support to ensure the smooth running of the Burnett Foundation National Office. • As delegated, fully managing Hargreaves Street building maintenance projects. • Customer Service via phone and emails. |

Who we are

Burnett Foundation Aotearoa (Burnett Foundation) has been at the forefront of the community response to HIV in Aotearoa for more than 30 years, a history we're very proud of.

With the same passion and commitment as those who came before us, we are working hard to prevent HIV transmission, reduce stigma and maximise the wellbeing of those most affected.

Through our community engagement, behaviour-change marketing campaigns, and testing and therapeutic support services, we reach people across the country.

As a registered charity, our work is made possible through funding from Te Whatu Ora Health New Zealand, passionate trust foundations and donations from like-minded individuals who share our vision. Together, we are working towards an Aotearoa with zero HIV transmissions where people living with or affected by HIV flourish.

Key Areas of Responsibility and Ownership

Administration & Support

- Provide a welcoming environment to all Burnett Foundation visitors who use our services and respond appropriately to phone and emails. This includes answering and transferring calls and ensuring that all Burnett Foundation's mainline phones are always covered.
- Schedule appointment availability for online bookings; schedule appointments manually as required following appropriate triage criteria.
- Provide general office support, including but not limited to printing, preparation of materials/supplies, data entry, proof reading, mail, ordering supplies; and support other administrative staff throughout the country as needed.
- Office maintenance for the general areas of the office.
- Develop and maintain Administration Manual.
- Provide personal assistant duties for the Executive Team including but not limited to minute taking, document preparation, organising meetings, and key project administrative support.
- Organise morning/afternoon teas and/or ordering of necessary supplies for Board and Staff when required.
- Arrange meeting room bookings for external parties including building access information.
- Manage supplier Accounts.
- National Office / Burnett Centre Building Warden for fire evacuations – ensure all staff, OUTLine and Positive Women Inc are familiar with the fire evacuation / area warden processes.
- Manage the parkable carpark account at the Hargreaves Street premises.
- Responsible to project manage Hargreaves Street building maintenance projects where delegated.

Finance

- The efficient and accurate recording of Burnett Foundation expenditure transactions into XERO, Burnett Foundation's financial software.
- Ensuring authorisations and coding have been obtained under the Delegated Authorities and Financial policies.
- Ensuring accounts payable are processed to meet monthly reporting timelines.
- As delegated, coordinate the efficient and secure transaction processing of all accounts payable via ANZ Direct Online.
- Processing and banking inwards cash.
- Assist with year-end preparation & financial audit requirements.
- As delegated, prepare monthly depreciation and input all assets purchased into Burnett Foundation's Asset Software.

Recruitment

- Administration of all recruitment as and when required.
- Assist recruiting Manager with regards to Job Advertisement, Position Description specifications.
- Load vacancies on SEEK and distribute the job vacancy to all staff to circulate to their networks.
- Respond to all applications in a timely manner, whether confirming a complete application or following up on missing documents or unsuccessful notifications.
- Arranging interviews with recruiting manager, panel and applicant.

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| Travel, Accommodation & Rental Car Bookings | |
| <ul style="list-style-type: none"> • Timely and efficient bookings are made as required, and itineraries notified to those travelling and saved in a shared calendar • Management of Burnett Foundation's Uber Account | |
| Grant Applications – Accountabilities | |
| <ul style="list-style-type: none"> • As delegated to assist with Fundraising Grant Applications – requesting quotes or providing previous invoices for submission • Support the Fundraising Team on grant reporting and accountability in a timely manner | |
| Self-Development | |
| <ul style="list-style-type: none"> • Develops and maintains a network of technical/professional support external to Burnett Foundation. • Through the formal Performance Review process, establish personal development needs/goals that are aligned with the overall organisational strategy | |
| Safety & Wellbeing | |
| <ul style="list-style-type: none"> • Actively participate in the Burnett Foundation's Health and Safety Working Group and champion its work across the organisation • Proactively support the creation of a positive safety and wellbeing culture at Burnett Foundation. • Contributes to a positive and inclusive work environment, one that respects each other and values diversity. • Proactively ensures the wellbeing of other team members through compassion and care. • Ensure a clear understanding and knowledge of safety and wellbeing policies and procedures. • Ensure a clear understanding of the hazards and control measures associated with daily operations at Burnett Foundation. • Assist Environmental Sustainability Working Group. • As delegated to ensure all Burnett Foundation leased and owned building/office areas meet compliance standards for Safety and Wellbeing regulations. | |
| Any other reasonable task which is consistent with the overall purpose of the position. | |

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| Skills, Experience & Qualifications | |
| Essential | <ul style="list-style-type: none"> • At least three years previous financial & administration experience, preferably in an NGO environment • Experience in customer service with a strong client-centred approach • Sense of ownership and understanding of how performance can impact others • Experience using a CRM database & general office systems • Project management experience, with proven ability to manage projects from start through to successful completion • Sophisticated relationship development skills, with proven ability to work alongside all staff, from junior level through to the Chief Executive • Ability to exercise sound judgement and discretion, including when working on projects that are confidential in nature. • Experience working with, understanding of, or commitment to, gay and bisexual men • Ability to work and communicate effectively with the diverse groups impacted by HIV in New Zealand. • Ability to consistently adhere to the principles of confidentiality and ethical practice within a health setting. • The ability to keep accurate records and familiarity with New Zealand financial systems and New Zealand accounts processes • Proficient in Xero software • High level of attention to detail regarding entering financial data • Understanding of accounts processing and good understanding of policies pertaining to electronic payments and delegated authorities • Self-motivated and able, equally as effectively in a team environment or independently. • Ability to prioritise work effectively, manage changing and conflicting demands and expectations. |

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| | <ul style="list-style-type: none"> • Professional approach to sexuality and sexual issues. • Understanding and ability to manage personal/professional boundaries |
| Preferred | <ul style="list-style-type: none"> • Knowledge of HIV, sexual health issues and specific health issues facing men who have sex with men in New Zealand • Lived experience in one or more of Burnett Foundation's priority populations (men who have sex with men, people living with HIV, Māori, people from high HIV prevalence countries) • Knowledge and/or experience of the not-for-profit sector |
| Technical / Practical | <ul style="list-style-type: none"> • Ability to work flexible hours • Full and current driver's license • Excellent oral and written skills in English • Excellent computer skills including Office 365 • Basic understanding of IT network systems for software and hardware application operation |
| Cultural Responsiveness | We welcome applications from prospective employees who already have some knowledge of Tikanga Māori and Te Reo Māori. It is essential that all employees demonstrate willingness to learning in these areas. |
| Qualifications | <p>Technical training or qualification in: Finance and Administration.</p> <p>Equivalent work experience may be considered in lieu of a qualification.</p> |