
POSITION DESCRIPTION

Employee	
Position	Finance & Payroll Administrator
Employment Basis	Permanent (37.5 hours per week)
Location	National Office, 31-35 Hargreaves St, Ponsonby, Auckland
Reporting to	Finance Manager
Direct Reports	N/A
Indirect Reports	N/A
Team Purpose	<p>The Chief Operating Officer’s team at Burnett Foundation Aotearoa is responsible for enabling effective, efficient, and integrated service delivery and business operations. Encompassing finance, data and analytics, marketing, and service coordination, the team ensures that resources, systems, and services work together to maximise community impact. By supporting financial sustainability, organisational insight, and operational cohesion, the team enables the Foundation to deliver on its mission with precision and purpose.</p> <p>The role of the finance team is to strengthen clarity, governance and future-state delivery.</p>
Role Purpose	<p>The Finance & Payroll Administrator role provides financial and analytical support to the Finance Manager to ensure the effective financial operation of the Burnett Foundation Aotearoa. This includes delivering accurate financial reporting, supporting audits, assisting with budgeting and forecasting, and ensuring that grant and funding requirements are met through timely and accurate financial documentation.</p> <p>The Finance & Payroll Administrator role plays a key role in maintaining financial controls, processing transactions, and supporting the organisation’s financial sustainability. The role provides operational finance delivery, ensuring accurate processing, data integrity, and enabling reporting that underpins financial decision-making.</p>

Who we are

*Kia whakatōmuri te haere whakamua
I walk backwards into the future with my eyes fixed on my past*

Burnett Foundation Aotearoa (formerly New Zealand AIDS Foundation) have been at the forefront of HIV prevention in Aotearoa for nearly 40 years.

With the same passion as those who have come before us, we're continuing to work hard to prevent HIV transmission, reduce stigma and maximise the wellbeing of those most affected. We are also growing into new areas of work to support rainbow and takatāpui to have great sexual health. Through our community engagement, behaviour-change marketing campaigns, testing and therapeutic support services, we seek to reach people across the regions and wider country.

As a registered charity, our work is made possible through funding from Te Whatu Ora, 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

Financial Operations

- Manage day-to-day financial transactions, including accounts payable, bank reconciliations, journal entries, and general ledger maintenance.
- Prepare and process payroll via our nominated system in line with agreed employment conditions and tax obligations.
- Ensure the integrity of the Xero, Flex reports, ApprovalMax or any other nominated accounting system by maintaining up-to-date, accurate financial records.
- Ensure all financial and management policies are adhered to, maintained and updated where necessary.
- Support with employee employment records and personnel files, ensuring they are kept up-to-date in the relevant payroll and HR systems, as well as in SharePoint.
- Assist with internal control processes and audit readiness.

Grants and Fund Reporting

- Partner with the Fundraising Team to complete accurate, timely financial acquittals for grants and funding agreements.
- Track the financial performance of funded programmes and ensure reporting obligations are met in line with funder requirements.
- Provide financial input into funding applications and grant proposals.
- Track and report on the financial status of funded programs and ensure timely financial acquittals and support with accountability reporting.

Compliance and Tax

- Support the Finance Manager in preparing and lodging IRD compliance filings including GST, PAYE, and FBT.
- Monitor day-to-day compliance needs and highlight any issues to the Finance Manager.
- Maintain supporting documentation for audits, IRD queries, and funding bodies.

Procurement & Supplier Coordination

- Support the procurement of goods and services in accordance with organisational policy and value-for-money principles.
- Maintain a register of suppliers and support periodic review of service agreements and vendor performance.
- Assist with gathering and evaluating supplier quotes, in line with procurement thresholds and procedures.
- Collaborate with other internal teams to ensure procurement aligns with operational requirements.

Property Management

Burnett Foundation Aotearoa

- National Office / Burnett Centre Building Warden for fire evacuations – ensure all staff and building tenants 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.
- Support to ensure the annual Building Warrant of Fitness compliance is met
- Manage the security at the Hargreaves Street premises.

Payroll

- Support Managers where required in producing employment offers and associated paperwork.
- Ensure accurate maintenance of all personnel records and compliance with relevant employment relations legislation.
- Support new employee induction processes using onboarding tools, ensuring content remains current and relevant.

Self-Development

- Develops and maintains a network of external technical and professional support relevant to Burnett Foundation Aotearoa.
- Identifies and establishes personal development needs and goals aligned with the overall organisational strategy.

Health & Safety and Wellbeing

- Proactively support the creation of a positive health and safety culture at Burnett Foundation Aotearoa
- Ensure a clear understanding and knowledge of health and safety policies and procedures
- Ensure a clear understanding of the hazards and control measures associated with daily operations at Burnett Foundation Aotearoa
- 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.

Any other reasonable task which is consistent with the overall purpose of the position.

Measures of Success

- All financial transactions, including accounts payable, payroll, journal entries, and reconciliations, are processed accurately and on schedule with minimal errors or rework.
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- Required documentation for audit and tax purposes (e.g. GST, PAYE, FBT) is maintained and provided accurately and promptly, supporting smooth audit cycles and full compliance with IRD requirements.
- Financial reporting and acquittals for grants are completed accurately and submitted on time in partnership with the Fundraising team, contributing to funding renewal success.
- Financial systems (e.g., Xero, PayHero, ApprovalMax and Flex Reports) are kept up-to-date, with proactive identification of process efficiencies and improved data integrity across finance operations.

Skills, Experience & Qualifications

Essential

- Proven experience in financial operations, including accounts payable, reconciliations, journal entries, and general ledger management.
- Competence in preparing management reports, supporting audits, and contributing to budgeting and forecasting processes.
- Strong analytical and problem-solving skills, with attention to detail and accuracy in financial reporting.
- Experience using financial systems, particularly Xero or similar accounting software.
- Ability to prioritise tasks and meet deadlines in a dynamic environment.
- Strong interpersonal and communication skills, with the ability to explain financial information to non-financial stakeholders.
- An acceptance of sexual diversity, sensitivity to the special health needs of men who have sex with men, and the creation of a working environment supportive of takatāpui, bisexual, transsexual, lesbians and gay men.

**Burnett Foundation
Aotearoa**

Preferred	<ul style="list-style-type: none">• Advanced Excel skills and confidence working with financial data sets.• Familiarity with financial processes in not-for-profit or grant-funded environments.• Lived experience as a member of one or more of Burnett Foundation Aotearoa's priority communities, including gay, bisexual, and other men who have sex with men; people living with HIV; Māori (including wahine and takatāpui); trans and gender-diverse people; and people from communities with high HIV prevalence.
Technical / Practical	<ul style="list-style-type: none">• Ability to work flexible hours• Understanding and ability to manage personal/professional boundaries• Excellent oral and written skills in English• High degree of proficiency with Excel and financial modelling tools.
Cultural Responsiveness	<ul style="list-style-type: none">• Ability to work with Māori and people from a range of other cultures.• 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	A tertiary qualification in accounting, finance, or a related discipline is preferred.