



NEW ZEALAND
FOREIGN AFFAIRS & TRADE

Position Title

Team Administrator - Finance

Reports To

Administration Manager

Group

Multilateral and Legal Affairs Group

Date Created/Updated

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About the Ministry

The Ministry of Foreign Affairs and Trade (the Ministry) acts in the world to make New Zealanders safer and more prosperous. We do this by building connections with and influencing other countries to advance New Zealand's interests and project New Zealand values. We provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to New Zealanders' wellbeing in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges;
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections;
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore;
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future.

Our values are:

Impact

- We achieve for New Zealand, every day, everywhere

Kotahitanga

- We draw strength from our diversity

Courage

- We do the right thing

Manaakitanga

- We honour and respect others

Diversity and Inclusion

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

About the Post

The New Zealand Permanent Mission in New York represents the New Zealand Government to the highest standards of professional excellence in multilateral diplomacy and international development at the United Nations (UN). This is done through building and enhancing relationships with UN Member states and agencies of the United Nations to enable the government to fulfil its multilateral priorities and international obligations.

The Mission takes a distinctively New Zealand approach that reflects our country's culture diversity and heritage. Impact, Kotahitanga, Courage and Manaakitanga are core values to which the Mission aspires.

About the Position

The Team Administrator - Finance is responsible for providing general administration support with a particular emphasis on financial reporting and analysis activities to ensure the efficient and smooth running of the post.

Key Accountabilities

The following key accountabilities of this role assist in delivering the Ministry's purpose.

Finance

- Compile and complete preliminary drafts of the annual post budget, review of allocations, out-turn and end of financial year returns
- Administer LES salaries, overtime, seconded staff Post allotments and payments to Interns
- Administer all weekly payments to vendors, rents and utilities related to the chancery and other properties maintained by the mission
- Maintain expenditure within budget allocations and cash flow predictions and advise Administration Manager of any aberrations
- Facilitate Monthly Meetings and reports to the Post Management on current expenditure levels and details of specific sensitive expenditure line items
- Analyse expenditure patterns / progress for variance reporting and provide a monthly synopsis
- Proactively monitor and manage budget lines and work with Administration Manager to ensure targets are met and uncompleted budget spend is followed up
- Approve all Financial Management Information System (FMIS) entries, generate FMIS payment / revenue summaries and maintain the FMIS database
- Undertake end of month financial procedures, including monthly bank reconciliation and reporting to the Ministry in Wellington
- Reconcile corporate credit card expenditure
- Maintain up-to-date records of financial authorities, commitments and internal controls
- Administer Mission cash and bank accounts
- Prepare invoices related to the Mission and ensure all payments made are accurate and approved
- Uphold Ministry Policies at Mission including advising and assisting both the Mission and individual staff to ensure compliance with policies and processes

Administration

- Advise and assist staff regarding policy related to travel and accommodation ensuring it is pre-approved and that claims are settled within two weeks of travel completion
- Administer staff leave and TOIL and report balances to HRS
- Monitor and calculate LES annual leave and retirement/resignation gratuity liabilities for post's budgeting requirements
- Facilitate staff entitlements/claims: representation budgets, laundry, education costs, cell phones, United States workers compensation insurance and seconded staff medical claims
- Set up new staff at Post with Credit Cards and the Gorilla Management system, including training where required
- Assist other Administration staff when work pressures arise
- Provide back up to the Administration Manager as required, including providing cover in their absence
- Undertake reception and telephonist duties as required, including when the Team Administrator is on lunch break

Property

- At the direction of the Administration Manager, obtain quotes for furniture, equipment, and office supplies. Procure items as directed and ensure appropriate accounting processes are followed. Arrange for the disposal of furniture, equipment, and vehicles. Make arrangements for maintenance/repair work as required
- Where a major property project is scheduled, at the direction of the Administration Manager collate and provide relevant local information
- Support the preparation of the property and facilities management components of the Post budget ensuring routine and specific maintenance is budgeted for
- Support the management of property and facilities management contracts by ensuring accurate contract documentation is maintained, approved invoicing and payment procedures are followed, costs incurred are within budget and regular review meetings are held
- Undertake monthly audit of vehicle running sheets
- Maintain and verify official Ministry registers Works of Art, Post Assets and Individual Property Inventories

Visits

- Assist/or Manage logistical arrangements for official New Zealand Government visits, which will include:
 - Preparation of programmes
 - Coordinate bilateral appointments and event databases
 - Arrange briefing packs daily
 - Visitor escort, as required

- Arrange accommodation bookings for high level visits
- Arrange airport port courtesies and railway station VIP facilitation
- Event support for meetings, bilaterals and briefings as per the programme
- Support policy officers by completing ad hoc requests and research

Organisational Responsibilities

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies and external stakeholders
- Contribute to the preparation and reporting requirements of the Ministry's accountability documents
- Understand tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Ministry Māori dimension, underpinned by Ministry values, in a way that is relevant to the context of our business
- Using the Ministry's Capability and Leadership Frameworks, identify and participate in opportunities for learning and development, including through regular coaching and mentoring
- Identify and pursue opportunities to build specialised skills, knowledge and experience aligned with the Ministry's Strategic Framework
- Contribute to Ministry-wide projects and emergency response situations
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures
- All other duties as requested by the employer

Knowledge Management

- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders

Health and Safety

The Ministry is committed to providing a safe and healthy working environment for all staff, including contractors and other workers, both on and offshore.

You are responsible for:

- Taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others
- Complying with reasonable Ministry instructions to ensure the Ministry is able to comply with the Health and Safety at Work Act 2015
- Cooperating with health and safety policies and procedures
- Identifying and reporting hazards, injuries, illness and incidents (including near misses) that arise from your work or in the workplace

- Identifying and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so
- Raising health and safety matters with your manager or health and safety representative (or contact as appropriate)
- Ensuring that all health and safety incidents, injuries, near misses are immediately reported through the HR Kiosk
- Ensuring that significant hazards and risks or critical incidents are drawn to the immediate attention of your Manager

Qualifications, Skills, knowledge & experience

The following are required:

- Three to five years' experience in a business administration role with a focus on financial management and reporting
- Demonstrated ability to support other Administration functions in an office environment

Skills

- Strong understanding of IT systems and software with a focus on maintaining Excel spreadsheets
- Proven ability to manage budgets and communicate/explain financial documents to management and other team members
- Understanding of secure communications practices and awareness of working in a secure environment
- Excellent written and oral communication skills
- Experience in tasks that require a high level of attention to detail and thoroughness in following through tasks
- Demonstrated ability to build and maintain effective relationships and working within a team
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure
- Strong customer focus, with the ability to communicate effectively with a diverse range of people
- Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement
- Demonstrated commitment to continuous improvement, including adaptability and openness to change
- Ability to anticipate issues and problems and think of creative solutions
- Displays personal integrity and an honest and ethical approach

Relationships

The position is required to build and maintain the following relationships:

Internal

- Permanent Representative
- Deputy Permanent Representative

- Administration Manager
- Other staff at Post
- Group Business Manager
- Regional Finance Manager

External

- Administrators in other key diplomatic missions
- Other New Zealand Agencies
- Local utility providers
- Local contracts (e.g. stationery supplies, function supplies)
- Contractors and suppliers
- Local banking institutions

Mandatory Role Requirements

- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance
- You must hold New Zealand citizenship