

## Position Description

**Position Title** Team Administrator - Finance and Property

**Post** Brasília

**Category** Staff Employed at Post

**Reports to** Administration Manager

**Last Review Date** August 2025

**About the New Zealand Embassy** The New Zealand Embassy in Brasília represents the New Zealand Government to the highest standards of professional excellence in diplomacy, trade negotiations, international development and consular services.

**About the Position** This role offers a valuable opportunity for junior and intermediate-level professionals to develop their skills in a dynamic and supportive environment. As the Team Administrator – Finance and Property, you will play a key role in ensuring the smooth and efficient operation of the office, with a strong focus on financial and property-related activities.

You will be responsible for:

- Supporting general administrative functions with a particular emphasis on financial planning, execution, and reporting
- Assisting with financial analysis and ensuring compliance with the Ministry of Foreign Affairs and Trade's policies and procedures
- Overseeing property maintenance and coordinating related activities to maintain a well-functioning office environment
- Contributing to process improvements and helping the team meet operational goals
- This position is ideal for someone who is detail-oriented, eager to learn, and ready to take ownership of tasks while growing professionally.

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

Internal (within Post and MFAT)

- Head of Mission / Post
- Deputy Head of Mission
- Administration Manager
- Executive Assistant
- Other locally engaged staff at Post
- Residence House Keeper
- Office Cleaner
- Group Business Manager, Wellington
- Group Business Account, Wellington

External (outside Post)

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- Local utility providers
  - Contractors and suppliers
  - Local banking institutions
  - Landlords of chancery and staff accommodation
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### **Key accountabilities**

The position has the following key accountabilities:

#### **Finance**

- Compile and complete preliminary drafts of the annual post budget, review of allocations, out-turn and end of financial year returns.
- Maintain expenditure within budget allocations and cash flow predictions and advise Administration Manager of any aberrations.
- Provide a report (on a monthly basis) to the Administration Manager, DHOM and HOM on current expenditure levels and details of representation (HOM and Post), travel etc.
- Analyse expenditure patterns / progress for variance reporting and provide a monthly synopsis
- Initial approval of 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.
- Maintain up-to-date records of financial authorities, commitments and internal controls.
- Undertake day-to-day accounting functions for the post as follows:
  - Prepare and code invoices and ensure all payments made are accurate and approved.
  - As banking officer, receipt all revenue and credits made into bank account, manage bank balance and reconcile monthly transactions.
  - Administer petty cash, ensuring all transactions are supported with receipts and reconciled.
- Identify and recover personal expenses incurred by staff

#### **Property**

- Identify general maintenance needs across properties and coordinate initial actions, including sourcing qualified local contractors and obtaining quotations
- Conduct quarterly inspections of leased properties to ensure proper care of facilities, furniture, and equipment
- Identify items requiring replacement, update inventories, and manage the purchase of replacement furniture and equipment
- Maintain official Ministry registers, including asset and inventory records
- Ensure compliance with the Ministry of Foreign Affairs and Trade's policies and procedures
- Be responsible for identifying risks, implementing corrective actions, and ensuring that all property-related activities align with New Zealand Government guidelines.

## Organisational Responsibilities

- Ensure all Ministry policies and procedures are adhered to.
- Be aware of and adhere to the Health and Safety policies and procedures.
- Contribute to post-wide projects and emergency response situations.

## Knowledge Management

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

**Qualifications,  
skills and  
experience**


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You must have the following qualifications, skills and experience:

- A qualification in business administration or finance is preferred
- Proven experience in a business administration role.
- Demonstrated understanding of finance functions and processes in an office environment
- Strong numeracy and basic analytical skills
- Familiarity with IT systems
- Excellent written and oral communication skills in both English and Portuguese
- Attention to detail and thoroughness in task execution
- Strong customer focus and ability to communicate effectively with a diverse range of stakeholders
- Ability to build and maintain effective relationships and work collaboratively within a team
- Well-developed planning and organisational skills, with the ability to prioritise tasks, multi-task and perform under pressure
- Ability to work autonomously while exercising sound judgment and adhering to guidelines
- Commitment to continuous improvement, adaptability, and openness to change
- Creative problem-solving skills and the ability to anticipate issues
- High standards of personal integrity, honesty, and ethical conduct
- A current, clean driver's licence and the ability to safely operate post vehicles in local conditions

**Additional  
comments**

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- Ability to obtain and maintain appropriate security clearance (where required)
  - The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be from time to time.
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