

Position Description

Position Title - Ingoa Tūranga

Team Administrator – Finance and Property 400715

Post – Te Aka Aorere

New Zealand Consulate-General, Los Angeles

Reports to - Menetia

Administration Manager, New Zealand Consulate-General, Los Angeles

About the Consulate-General

The New Zealand Consulate-General in Los Angeles (the Post), acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand. We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

Our work contributes to the wellbeing of New Zealanders 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.

Diversity and Inclusion - Kanorau, Kauawhi

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.

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

The Post recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where the Post's business deliverables require staff to be available during certain hours of the day or for longer periods to meet a temporary surge in work requirements.

About the Position - Mō te Tūranga

The Team Administrator - Finance and Property is responsible for providing general administration support, with a particular emphasis on financial reporting and analysis to ensure the efficient and smooth running of the post. The Team Administrator will liaise with the United States Department of State Office of Foreign Missions (OFM) regarding Protocol administration.

The role also includes property asset management support, communications support, vehicle management support, and back-up consular support.

Other responsibilities will include supporting official visits, contributing to communications, social media and public diplomacy initiatives. Los Angeles is a self-driving Post, so an essential requirement of this position is that the Team Administrator – Finance and Property obtains and holds a valid Californian driver licence and is willing and able to drive Post vehicles in support of the Consulate's official duties.

Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Consulate-General's purpose:

Finance Administration

- Administer staff payroll including Staff Employed at Post (SEP) overtime, Staff Employed in New Zealand (SNZ) Post allotments and payments.
- Administer all weekly/monthly payments to vendors, rents and utilities related to the chancery and other properties maintained by the Consulate-General, ensuring these are actioned in a timely manner and to the financial processing directives as issued by the Finance division.
- Prepare invoices related to the Post and Post operations, ensuring all payments made are accurate and approved.
- Process applications for new corporate credit cards or cancellation of existing cards as required.
- Maintain expenditure within budget allocations and cash flow predictions and advise Administration Manager of any aberrations. Including closely monitoring sensitive expenditure (representation and travel).
- Ensure all recoveries are actioned, revenue is accounted for, and all outstanding debts are recovered.
- Administer Post payments received for consular services.
- Administer all entries and reports in the Post's financial management system.
- Undertake end of month financial procedures, including monthly bank reconciliation.
- Provide a report (monthly) to the Administration Manager and Consul-General on current expenditure levels and details of the official entertainment, representations, travel etc.
- Analyse expenditure patterns / progress for variance reporting and provide a monthly synopsis.
- Maintain up-to-date records of financial authorities, commitments, and internal controls.
- Conduct regular reviews of the Consulate-General's financial processes to ensure they are robust, efficient, and cost effective.

- Uphold Ministry (head office) policies and official procedures at Post including advising and assisting both the Consulate-General and individual staff to ensure compliance with policies and processes.

Asset - (AIMS) Administration

- Perform the duties of the Post Asset Information Management System (AIMS) Champion.
- Maintain and keep up to date all areas of the online property management system including, but not limited to:
 - management of property inventory (all properties)
 - lease information
 - maintenance works
 - contracts
- At the direction of the Administration Manager, obtain quotes for services, furniture, equipment, and supplies. Procure items/services as directed to ensure appropriate accounting processes are followed.
- At the direction of the Administration Manager arrange for the disposal of furniture and equipment.
- Ensure a regular schedule of maintenance and associated costs is kept for all properties and regularly communicated with the Consul-General and Admin Manager.
- Liaise/organise with building facilities management as appropriate, all maintenance requirements for leased properties.
- Undertake yearly inspection of leased property to ensure care of property and supplied furniture and equipment. Identify items which require replacement and update inventory if required.
- Liaise with property agents on end of lease requirements and undertake end of lease inspection with Administration Manager.
- Support the establishment, monitoring and maintenance of ongoing service contracts.
- Support the management and maintenance of the owned Official Residence.
- Uphold Ministry policies and official procedures at Post including advising and assisting both the Consulate-General and individual staff to ensure compliance with policies and processes.

Protocol - U.S. Department of State, Office of Foreign Missions (OFM)

- Function as the primary administrative contact between the Post and other NZ Government agencies with OFM.
- Notify OFM of staff arrivals and departures, staff changes, ID cards, etc.
- Assist with the registration and deregistration of official and personal vehicles with OFM, procure titles, registration, driver licenses, etc.
- Advise seconded staff on official procedures for purchase and disposal of personal vehicles.
- Apply to OFM for approval for dependents to work in the United States and visa renewals.

Vehicles

- Maintain post vehicles to a high standard, ensuring they are clean and safe to always drive.
- Conduct regular maintenance checks and record driving logs, ensure electric vehicles are adequately charged regularly.
- Assist in repair, purchase, and sale of official vehicles.
- Assist with insurance claims and repairs in the event of an accident.
- Undertake driving duties as required.

Administrative Support

- Undertake general administration tasks including scanning, filing, recording of GDM documents.
- Administer the leave management system for staff employed at Post.
- Advise new staff of Post financial process and US banking requirements.
- Aid preparing and recording official correspondence to include formal documents.
- Manage the mail process, including local mail and back-up for airfreight bags and couriers.
- Purchase and maintain an adequate supply of stationery items, including paper, copier toner and related supplies.
- Manage the effective running of copy machines, to include arranging maintenance and meter log checks.
- Provide administrative support for staff transfers and inductions.
- Serve as back-up for the Executive Assistant/Team Administrator during absences and assist with back-up duties during Administration Manager absences.
- Provide consular support to the Consular Adviser, and Executive Assistant/Team Administrator with answering of consular calls and email inquiries when required and during their absences.
- After-hours duty officer (rotational basis) and provide direct consular assistance to New Zealanders who are in an emergency.
- Coordinate projects from time to time as required.
- Contribute to Post-wide projects and emergency responses.
- The job holder is expected to perform such other duties as can be regarded as incidental to the position description and within their experience and capabilities from time to time, including back up support to other staff.

Agency Services

- Assist the New Zealand Electoral Commission with New Zealand general elections, by-elections and referendums and ensure New Zealand citizens in the Western United States have access to information for voting.
- Assist the Admin Manager with shared NZ Inc corporate and administration issues with NZTE, Tourism NZ, NZ Police, Film Commission and Customs.

Communications

- When required provide reception and telephonist duties. Welcome all callers and visitors in a professional, courteous, and efficient manner and assist with their requests.
- Screen visitors and contractors to the Consulate in accordance with security requirements.
- Assist visitors with parking validation, record usage, and ensure tickets are stocked.

Technology Support

- Function as the central point for all IT problems at post and log calls to Service Centre for problems that cannot be resolved.
- Aid with the installation and movement of IT equipment.
- Following Ministry procedures identify IT equipment to be disposed of and seek approval from Wellington.

Security

Assist with Post security processes, ensuring appropriate protocols are always followed, including:

- At the direction of the PSO, ensure chancery and seconded staff accommodation is adequately protected.

- Working with the event organiser, where appropriate, ensure provision for protective security for New Zealand and local VIPs at post events.
- Maintain reception visitor register and perform other security checks as required.
- Be familiar with the Post Security Instructions and always adhere to these.

Organisational Responsibilities

- Understand the Post's strategic priorities and high-level outcomes framework and how this role, and the other roles at the Post contributes to the framework.
- Understand and apply the strategic context in which the Post operates, including priorities and perspectives of the Ministers, partner agencies, internal and external stakeholders.
- Understand Tikanga and Treaty of Waitangi principles and have sufficient appreciation of Te Reo Māori to be able to apply the Post Māori dimension, underpinned by Post values, in a way that is relevant to the context of our business.
- Be aware of and adhere to the Post's Health and Safety, Security and other internal policies and procedures.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- 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, including contributing to/presenting at internal learning and development opportunities.

Skills, Knowledge, and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako

The Team Administrator – Finance and Property will have the following experience, skills, and knowledge:

- A tertiary qualification in business administration is preferred and/or at least three years relevant work experience in a business administration role with a focus on financial management and reporting)
- Demonstrated experience of finance functions and processes in an office environment.
- Strong customer focus, with the ability to communicate effectively with a diverse range of people.
- Well-developed planning and organisational skills, including an ability to prioritise tasks effectively and work under pressure.
- Excellent written and verbal communication skills, with proven numeracy and basic analytical skills.
- Strong achievement/delivery focus, meeting high standards including accuracy and diligence.
- Attention to detail and thoroughness in following through tasks
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure.
- Demonstrated ability to build and maintain effective relationships, including within a diverse team.
- Personal integrity, discretion, initiative and an honest and ethical approach.
- Experience coordinating external service providers and suppliers.

- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement and initiative.
- Highly competent in the Microsoft Office Suite.
- Ability to anticipate issues and problems and think of creative and effective solutions.
- Demonstrated commitment to continuous improvement, including adaptability and openness to change.

Relationships - Pātahitanga

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

Within the Ministry:

- Administration Manager (line manager)
- Consul-General (Head of Post) Deputy Consul-General
- all other Consulate-General staff
- Ministry of Foreign Affairs & Trade (Wellington)
- New Zealand Government departments at the office including Trade and Enterprise (NZTE), Tourism NZ, NZ Police, Customs NZ
- New Zealand Film Commission

Outside the Ministry:

- External service providers, suppliers and debtors
- US Government officials, primarily at the Department of State
- Administrators at other diplomatic missions
- Guests and visitors to the Consulate-General

Mandatory Role Requirements - Whakaritenga Tūranga Whakahauanga

- You must be able to obtain and maintain an appropriate New Zealand Government Security clearance.
- You will be expected to perform other duties from time to time that can reasonably be regarded as incidental to the position description and within the experience and capabilities required in the role.
- Hold a current, clean driver license and be able to drive Post vehicles (as required) safely in local conditions.

References

- **Ministry's Strategic Intentions 2024-2028**
Available here: <https://www.mfat.govt.nz/en/about-us/our-strategic-direction/>).