



# WAIMEA COLLEGE

## Job Description – Finance Assistant

**Name:**

**Tenure:** Permanent Full Time

**Responsible to:** Resource Manager

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### Overview

The Finance Officer is expected to:-

- Assist the Resource Manager to carry out the complete management, administrative or task specific responsibilities associated with the day to day operations of the Waimea College Finance Centre and to meet all internal and external financial reporting requirements.

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### Key Responsibilities

- 1 Payroll  
*Staff details are maintained and accurately paid for work done.*
- 2 Accounts Payable  
*Ensure all suppliers for goods and services are paid accurately and efficiently and monies accounted for accordingly.*
- 3 Financial Month and Year Ends  
*Reconciliations are completed and journals completed as necessary to complete monthly and annual reporting.*
- 4 Trip Management  
*Ensure all receipts and payments relating to extra-curricular and when necessary curricular trips are accurately accounted for.*

### Tasks and Duties

- 1 Payroll
  - Provide staff with forms to amend payroll records as necessary.
  - Complete Support Staff annualisation agreements.
  - Undertake the processing of payroll instructions i.e. teacher relief, additional hours, leave on a daily basis.
  - Respond to payroll queries from staff as required.
  - Liaise with Novopay to resolve issues.
  - Assist the Resource Manager to resolve issues and follow up on errors.

- 2 Accounts Payable
  - Ensure mail is opened or printed daily, date stamped and passed to Resource Manager for perusal.
  - Put authority stamp on invoice and distribute via “blue folder” system to budget holder for approval.
  - Ensure all invoices/staff expense claims/manual payments are processed for payment by either cheque or direct credit on a timely basis to enable suppliers to be paid either on the 20<sup>th</sup> or more often as required. Payments are also made weekly on a Thursday.
  - Pay International Student homestays each fortnight and organize foreign exchange transactions as necessary.
  - Obtain authorization of credit card expenditure and pay by the due date
  - Assist staff wishing to use the “school” credit card with on-line purchases.
  
- 3 Financial Month and Year Ends
  - Complete the reconciliation of allocated balance sheet accounts on a monthly basis.
  - Ensure the fixed asset register is maintained recording all asset purchases and disposals prior to running the monthly depreciation report.
  - Undertake process to record depreciation in General Ledger.
  - Prepare and post journals to correct errors or record non-cash transactions.
  - Complete and file GST and PAYE returns in accordance with IRD deadlines.
  - Assist with the Annual Report process.
  
- 4 Trip Management
  - Liaise with personnel undertaking trip to obtain budget. Discuss as necessary.
  - Prepare reconciliation sheet for trip to record summary income and expenditure.
  - Pay accommodation and travel expenses in advance wherever possible
  - Allocate cash funds to Eftpos card ready for collection by trip personnel.
  - On trip return, transfer unspent funds from Eftpos account to Waimea College main bank account. Record expenses paid from Eftpos card account
  - Complete reconciliation of all income and expenditure to calculate surplus or deficit on trip.
  - Arrange for refunds to parents/caregivers if necessary
  
- 5 Other
  - Manage the cash requirements of the College on a daily basis, to ensure maximum return on funds, transferring between accounts as necessary.
  - Assist with SOY stationery sales and ID card processes as required.
  - Other tasks as required from time to time by the Resource Manager, Principal or other members of the Senior Leadership Team.

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### **Remuneration**

Remuneration is based on Grade D of the merged salary scale in the Support Staff Collective Agreement and depending on skills and experience will be a salary based on an hourly rate in the range of \$26.00 - \$27.50 per hour. Qualifications Allowance if applicable would also be payable.

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**Hours**

The hours of work are 40.0 hours per week between the hours of 8:00 am to 4:30 pm, Monday to Friday, 52 weeks per annum inclusive of annual leave as per the Support Staff Collective. This will generally be taken during school vacation time.

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**Professional Development and Annual Review**

The Finance Assistant is expected to set professional goals and participate in the Waimea College Performance Management System.

Performance Management discussions with the Resource Manager will help identify strengths, highlight issues needing assistance and confirm professional goals.

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

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Finance Assistant: \_\_\_\_\_

Resource Manager: \_\_\_\_\_  
Diane Chapman

Date: \_\_\_\_\_