

POSITION DESCRIPTION



Role Title: Senior Administrator

Business Unit: Barnardos NZ

Reports to: Unit Manager

Salary Band: Corporate Band E

Barnardos is New Zealand's leading children's charity, doing more for Kiwi kids. Every year our services and people make a real and positive difference in the lives of thousands of children, young people and their families.

Our vision / moemoeā

An Aotearoa New Zealand where every child shines bright.

Our mission/kaupapa

Be the voice and greatest fan of the next generation

Shape brighter futures via early education and targeted social services

Create insightful ways to empower tamariki/children to shine bright

Our Guiding Principles

Kotahitanga – Unity

Ata Whakarongo – Hear with Intent

Māiatanga – Realise Potential

Kaikōkiritanga – Progress with Purpose

Mahi tōtika – Do the Right Things Well

Barnardos is committed to the Treaty of Waitangi as a founding document of New Zealand.

Purpose of the role:

The purpose of this position is to provide a professional administrative support and customer service for internal and external customers to Barnardos business units, ensuring that effective administration systems and practices are implemented and maintained.

Purpose of the unit:

To ensure that Barnardos is meeting its strategic objectives and doing more for Kiwi kids. Barnardos support, protect and educate thousands of New Zealand children. Our reach is nationwide and our unique combination of social services and early childhood education means we provide the broadest range of child-centred services in Aotearoa.



**Kia eke ai te hunga taitamariki
ki ngā rangi tūhāhā**

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Key Result Areas

General Administration and Management Support

Outcome: General administration and management support functions operate smoothly and efficiently and relevant information is accurately and securely maintained

Key responsibilities include:

- Administration support is provided in a timely and efficient manner
- Ensure staff are trained and supported in administrative systems and processes
- Ensure that client/customer information is stored accurately and confidentially
- Contribute to service management and planning, as directed by the manager
- Complete work delegated from the manager accurately and efficiently, as directed
- Undertake audits as required, ensuring compliance with relevant regulations

Reporting

Outcome: Reporting is completed in a timely and accurate manner, in line with Barnardos systems and processes

Key responsibilities include:

- Complete/assist with the production of monthly statistics and monthly reports
- Ensure that all reporting requirements (both internal and external) are met by the scheduled deadlines and in the appropriate format

Financial Administration

Outcome: All accounts payable are processed in a timely and accurate manner, in line with Barnardos systems and processes

Key responsibilities include:

- Financial systems are maintained, coding and payment of accounts and banking processes are completed in accordance with Barnardos procedures and audit requirements
- Overdue accounts are monitored to ensure debts are managed effectively, coordinating with relevant others to facilitate annual debt consolidation
- Systems are developed to ensure correct funding from external agencies e.g. WINZ, MoE

Human Resources and Payroll Administration

Outcome: General administration and coordination of Human Resources and Payroll support functions are carried out efficiently and accurately



- Key responsibilities include:**
- Fortnightly staff time sheets and amendments are prepared accurately and ready for sign off by the appropriate manager
 - Ensure administrative requirements of recruitment, selection and induction processes are coordinated effectively
 - Develop and maintain systems to ensure that all information (including payroll and personnel records) relating to Barnardos and its services is recorded accurately, kept up to date and filed in a timely and secure manner

Ngā Pou e Whā (Māori Strategy)

Outcome: All work at Barnardos is guided and informed by Ngā Pou e Whā the Barnardos Maori Strategy.

- Key responsibilities include:**
- Have a sound understanding of the principles of Ngā Pou e Whā, the Treaty of Waitangi and apply them to everyday practice.
 - Build all relationships with consideration of the Barnardos principles and Ngā Pou e Whā.

Health, Safety and Environment

Outcome: A safe and healthy working environment is maintained at all times

- Key responsibilities include:**
- Take individual responsibility for Health and Safety practices
 - Comply with occupational health and safety legislation and regulations
 - Be familiar with and observe all safe work policies, procedures and instructions
 - Promote and participate in health and safety, maintain a safe workplace, and ensure that all equipment is used correctly at all times
 - Take responsibility for own health and safety and ensure no action or inaction on your part harms others in the workplace

Projects / Other Duties as Required

Outcome: The achievement of the wider team, business unit and organisational goals is supported

- Key responsibilities include:**
- Other duties which may reasonably be required that fit the role's purpose and for which the position holder is qualified or has received adequate training or instruction

Key Relationships

All Barnardos employees have a responsibility for developing and maintaining excellent relationships. In this role, the key relationships to be developed are as follows:



Within Barnardos NZ	Outside Barnardos NZ
General Managers, managers and staff	Clients/customers/families
Regional Senior Administrators	Suppliers and Service providers

Person Specification

Qualifications (or equivalent level of learning)

Essential	Desirable
NCEA Level 2 (or equivalent)	First Aid Qualification
	Tertiary qualification in a related discipline

Experience

Essential	Desirable
Demonstrated sound experience in a senior administrative role	Previous experience working in the not-for-profit sector

Knowledge

Essential	Desirable
Strong knowledge of administrative systems, processes and procedures	Knowledge and understanding of the work done by Barnardos NZ

Skills and Competencies

Essential	Desirable
Strong verbal and written communication skills	Experience working with databases
Sound numerical skills	
Excellent planning and organising skills, able to multi-task and manage several tasks simultaneously	
Proven attention to detail - able to focus on the task at hand and ensure 100% care and attention to detail	
Excellent skills using Microsoft Office Suite (Word, Excel, PowerPoint etc)	
Word processing speed of 55 words per minute	



Vulnerable Children Act 2014

This role is a Non-Core Children's Worker under the Vulnerable Children Act 2014.

Delegations and Authority

Human Resources

- No formal responsibility for staff

Financial – Budgetary and Expenditure Limits

- **Budget Expenditure**
 - May be authorised to spend from Manager's operating expenditure budget
- **Purchase Orders**
 - No authority to approve or issue purchase orders
- **Purchase Card (Freedom Card)**
 - May be authorised to purchase up to the value of \$1,000, with a per transaction limit of \$500

Correspondence

- No authority to sign external correspondence

Authorisation of Position Description

Positions in Barnardos may change over time as the organisation evolves. Any significant changes will be discussed between the jobholder and manager and will be approved by the relevant Executive Leadership Team (ELT) member. change.

Authorised by:		Date authorised:	
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