

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>Accounts Administrator</b>
<b>Reports to:</b>	<b>Corporate Support Manager</b>
<b>Direct reports:</b>	<b>Chief Executive Officer</b>
<b>Indirect reports:</b>	<b>N/A</b>
<b>Volunteers and Interns:</b>	<b>N/A</b>
<b>Location:</b>	<b>OUSA, 640 Cumberland Street, Dunedin</b>

### **Organisation:**

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Structurally, OUSA is divided into 8 departments: Corporate support; Events; Communications and Marketing; Clubs and Socs; Critic; Planet Media Sales; Radio One and Student Support Centre.

With approximately 50 staff and many more volunteers, OUSA is a substantial organisation.

Managers of each department report to the CEO, who is responsible to the Student Executive for the overall management of the organisation.

Each of the departmental managers is responsible for the operations of their department, including staffing, financial management and service provision.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer who values inputs from all staff.

### **Position purpose:**

- To keep OUSA accounts to a high standard of accuracy and to provide managers with timely financial information and accounts processing
- To administer the OUSA payroll
- To process accounts payable and receivable, cash register reconciliations, bank & credit card reconciliations, financial reporting, payroll preparation/administration and general accounting duties as required (using Accredo)
- To assist Managers to understand financial processes

- To support the CEO in the provision of financial information to enable informed business decisions

### Areas of Responsibility

Area	Expected Outputs
People management	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
General tasks	<ul style="list-style-type: none"> <li>• Prepare payroll information sheets for payment by external payroll provider</li> <li>• Liaise with Managers to ensure correct payroll information records/timesheets and approvals signed off</li> <li>• Alert the Chief Executive Officer of any anomalies in payroll timesheets and reports when submitting for approval</li> <li>• Ensure compliance with payroll procedures</li> <li>• Payroll and PAYE reconciliations including journal entries</li> <li>• Accurate and timely processing of financial administration including accounts payable, accounts receivable, invoicing, salesmen commission statements, daily sales reconciliations, expense reimbursements, bank and credit card reconciliations.</li> <li>• Maintenance of financial records in Accredo regarding debtors and creditors records/ details and management of online banking</li> <li>• Assist with maintenance of OUSA asset register</li> <li>• Support our receptionists with regards cash handling procedures.</li> <li>• Cover duties on reception at busy times</li> <li>• Assist in production of monthly financial management reports to the CEO and Departmental Managers, to ensure effective budget management and reporting</li> <li>• Assist Departmental Managers with correct coding of expenditure</li> <li>• Assist in preparation of general ledger, journal entries, monthly internal financial statements for Managers</li> <li>• Keeping up-to-date with changes in NZ accounting standards, IRD policies, and other legislation</li> <li>• Assist in identification of improvements to internal financial control processes and procedures</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture</li> <li>• Be familiar with the hazard register for the work area that you work in</li> <li>• Communicate to the Departmental manager and colleagues any potential hazards that you identify that are not on the register</li> <li>• Be familiar with the location of first aid kits and qualified first aiders in the Association</li> <li>• Be familiar with and adhere to any health and safety plans</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Departmental Manager of these</li> <li>• Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community</li> </ul>
<b>Delegated authorities</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

### Personal Attributes

<b>Working Collaboratively</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain professional and productive relationships</li> <li>• Ability to relate to a diverse range of people</li> <li>• Excellent written and oral communication skills</li> <li>• Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• Manages self, resources and workload to meet timelines</li> <li>• Is organised and keeps all files and documents in order</li> <li>• Ability to work independently and as part of the team</li> <li>• Ability to recognise when issues need to be escalated to the Departmental Manager</li> </ul>
<b>Change</b>	<ul style="list-style-type: none"> <li>• Is flexible and resilient to meet the ever changing needs of the OUSA</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate</li> </ul>

### Qualifications and Experience

- Tertiary Accounting qualification
- Minimum 2 years' experience in a similar sized and complex organisation regards to structure and hierarchy
- Previous experience in accounts processing and financial administration
- Experience with accounting software packages
- Intermediate experience in Excel
- High standards of professionalism, ethics and integrity
- Strict confidentiality regarding payroll processes
- Ability to communicate effectively with all levels of staff