



engineering
new zealand
te ao rangahau

POSITION DESCRIPTION

FINANCE ADMINISTRATOR

ABOUT US | MŌ MĀTOU

Engineering is a big deal for New Zealand. It's behind almost everything we do and plays a vital role in Kiwi life – from our homes and how we travel and communicate, to the water we drink and the food we eat. Engineers are awesome, and we want everyone to know.

We're Engineering New Zealand Te Ao Rangahau – a non-profit membership organisation that's driven to help our engineers be the best so they can engineer better lives for New Zealanders.

As a membership organisation and the Registration Authority for chartered professional engineers, we represent around 24,000 members from graduates through to experts in their field. As well as supporting and promoting the work of our members, we are leading exciting programmes that are making a difference to Aotearoa.

We're the voice of engineering. We aren't afraid to ask the hard questions, seek expert advice, explore possibilities, and partner with all sectors of society to drive this mission home. We give our members a platform to share their views and impact real change. We're also unashamedly proud to shout their engineering genius from the rooftops.

ABOUT THE ROLE | KŌRERO MŌ TE TŪRANGA

The Finance Administrator is responsible for the accounts payable and bank reconciliation functions, ensuring that both are processed accurately and on time. In addition, the Finance Administrator will assist in processing transactions for our Collaborating Technical Societies and provide overflow support to the Corporate Services finance team.

KEY ACCOUNTABILITIES | TAKOHANGA TUHINGA O MUA

Accounts Payable

- Verify that all invoices and expense claims have been appropriately authorised.
- Pay creditors on time in two payment runs per month.
- Arrange telegraphic transfers for international transactions.
- Ensure staff credit cards, travel card, corporate traveller and taxi charge reconciliations are completed each month.
- Reconcile suppliers' statements of accounts with invoices.
- Maintain a current list of financial delegations.

- Maintain a current list of suppliers.
- Respond to accounts payable queries from suppliers and internal stakeholders in a timely manner and resolve discrepancies or issues.
- Meet month-end and year-end reporting deadlines.
- Foster positive relationships with suppliers, staff and other stakeholders.

Banking

- Process bank reconciliations for both Engineering New Zealand and the Collaborating Technical Societies including chasing and resolving gaps.

Other

- Work collaboratively with colleagues across all of the Engineering New Zealand teams.
- Embody the Engineering New Zealand values of integrity, service, mahi tahi, and bravery.
- Ensure you adhere to the relevant Engineering New Zealand health and safety policies and procedures.
- Ensure your own wellness, health and safety within the workplaces, as well as that of colleagues.
- Participate in other tasks, projects and activities as required.

SKILLS AND EXPERIENCE REQUIRED | NGĀ PUKENGA ME NGĀ WHEAKO E HIAHIATIA ANA

- A relevant tertiary qualification and/or at least 2 years' experience in a finance administration role.
- Excellent Excel skills and a strong working knowledge of formulas and pivot tables.
- Previous experience using NetSuite would be an advantage.

REQUIREMENTS OF THE ROLE | NGĀ HERENGA

General skills/experience

- Highly organised with excellent administrative skills.
- Accurate with attention to detail.
- Strong customer service focus with an ability to work with a wide range of people.
- Excellent oral communication skills including a good phone manner.
- A high level of initiative and energy to get the job done.
- Able to cope under pressure and manage own time in the face of competing priorities.
- Able to work unsupervised.

Personality/attitude

- Self-starter.
- Team player and natural collaborator.
- Flexible and willing to pitch in with other team tasks.
- Can-do attitude and sense of humour.