

2.19/2		Accounts Assistant		
<i>Service Area:</i>	<i>Date first drafted / approved:</i>	<i>Last approved by: (name and signature)</i>	<i>Last approval / review date:</i>	<i>Next Review Date:</i>
Human Resources	01112017	Rob Warriner	11082022	11082022

Reporting to: HR, Quality and Organisation Development Manager

Functional Relationships with:

- Administration staff
- Senior Management team
- Other Staff of WALSH Trust, as appropriate and required
- Community agencies and services
- ASB Bank Personnel
- Tradespeople and Suppliers
- External Auditors

Responsible for: The Accounts Assistant is responsible for the provision of quality accounting practices and administration services that support the organisation to function efficiently and effectively

WALSH Trust Mission Statement

To deliver excellent mental health support services that reflect your choice, that support your recovery, and connect you to your community

Key Responsibilities

- Responsible for the processing and payment of creditors and the receipt and banking of all cash payments using Xero software.
- Responsible for invoicing clients/fund providers and follow up on payments.
- Responsible for receipting of WINZ subsidies.
- Responsible for processing and payment of the weekly allowances for residential clients.
- Responsible for reconciliation of all bank accounts and reconciliation, reimbursement of all Petty Cash accounts and for reconciliation of receivables and payables.
- Responsible for processing salaries and wages using Zambion Payroll system
- Responsible for administration tasks as required.
- Responsible for carrying out duties as requested in a professional and courteous manner that is legally compliant and complies with the policies and procedures of WALSH Trust.

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Key Task Area	Performance Standards	Expected Outcomes
Responsible for the processing and payment of creditors and the receipt and banking of all cash payments using XERO software.	<p>Collation of all incoming invoices with purchase orders where applicable and posting all invoices by 10th of each month using Xero.</p> <p>Reconciliation of supplier balances with statements and initiation of communication with suppliers in cases of discrepancies before processing payments either by cheque or by inputting Direct Credit batches into ASB FASTNET</p> <p>Printing off FASTNET payment batches and obtaining authorising signatures</p> <p>Vodafone and Mobil analysis spreadsheets are updated monthly & reconciled.</p> <p>Receipt and banking of payments from staff for personal purchases</p>	<p><i>All creditors invoices are checked and processed accurately</i></p> <p><i>All creditors are paid the correct sum and on time</i></p> <p><i>All FASTNET Payments are filed with authorising signatures</i></p> <p><i>All spreadsheets are up to date</i></p>
Responsible for invoicing client/fund providers and follow up on payments	Issue Invoice to fund providers on timely basis and reconcile payments with bank accounts and record accordingly in Xero.	<i>All invoices raised accurately and payment for these recorded. Follow up any payment discrepancies with debtors</i>
Responsible for receipting of WINZ subsidies	Raising of invoices for WINZ subsidies received based on credits to bank account	<i>All invoices raised accurately and payment for these recorded</i>
Responsible for processing and payment of the weekly allowances for residential clients	Liaise with residential managers for updated information on status of residential clients and prepare and pay weekly residential allowances.	<i>Correct allocated allowances are processed every week</i>
Reconciliation of all bank accounts and reconciliation and reimbursement of all Petty Cash accounts.	<p>Responding to all entries in bank statements and processing bank reconciliations for all bank accounts</p> <p>Inputting of Visa transactions and reconciliation of Visa statement</p> <p>All petty cash accounts for services are audited and reconciled once a month or more often as required.</p> <p>The petty cash accounts are reimbursed to the approved balance.</p> <p>Reconciliations of receivables and payables carried out as required</p>	<p><i>Weekly/monthly reconciliation statements processed within three days of receipt of statement</i></p> <p><i>Petty Cash is maintained appropriately and accurately</i></p> <p><i>Reconciliations are done in a timely and efficient manner</i></p>
Responsible for processing salaries and wages using Zambion Payroll system	<p>Checking of electronic timesheets to verify all approved and any queries and discrepancies are resolved. .</p> <p>Staff information is entered on to Zambion accurately</p>	<i>Staff receive an accurate pay slip and the correct pay when it is due.</i>

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Key Task Area	Performance Standards	Expected Outcomes
Responsible for administration tasks as required	<p>Accounts and payroll information is provided to managers as required</p> <p>Supervision spreadsheets are updated regularly.</p> <p>Records of Work and Income subsidies are updated and maintained and provided to appropriate services</p> <p>All paperwork is filed in a confidential, organised and efficient manner. Creditor documents are archived monthly.</p> <p>Manages the stock of mobile phones appropriate to the need and is the liaison person with Vodafone to address any queries of faults with landline and mobile phone services</p> <p>Gathers and uses information to inform decisions relevant to the role identifying and reporting on any errors/anomalies in payroll, spending and other areas where costs can be reduced</p> <p>Monthly costs associated with the Tenancy Service are broken down and available to the appropriate staff when required.</p> <p>An up to date rental payment spreadsheet is provided to tenancy manager and property coordinator on a weekly basis.</p> <p>Compiles receipts, emails and required documentation for flexifunding invoicing</p> <p>Assists with the Trust's Accountant to maintain and update records of fixed assets.</p> <p>Assists with reception cover and other administrative tasks as required</p>	<p><i>All administration tasks are carried out to a quality standard with all written and verbal communication being clear, accurate and respectful</i></p> <p><i>Staff of WALSH Trust report satisfaction with performance of accounts tasks</i></p> <p><i>All records are up to date and accessible to the appropriate person</i></p> <p><i>Documents are easy to access from archive files.</i></p> <p><i>Mobile and landline phone support is provided efficiently</i></p> <p><i>Information on tenancy costs and rental payments are accurate</i></p> <p><i>Good time management skills are evident in performance of role</i></p> <p><i>Fixed assets information is up to date and accurate</i></p> <p><i>People who contact reception receive a friendly, courteous, professional response and a high quality of customer service</i></p>
Responsible for carrying out duties as requested in a professional manner that is legally compliant and complies with WALSH Trust's policies and procedures.	<p>WALSH Trust Policies and Procedures and any relevant practice manuals are followed.</p> <p>Work is carried out that complies with legal, auditor and funding contract requirements.</p> <p>Engages with colleagues to give and receive constructive feedback and to provide assistance where required.</p> <p>Reflects on strengths and needs and seeks and takes up any learning opportunities for professional development</p> <p>Take responsibility for own health and safety and avoiding any actions which may negatively impact on the health and safety of others</p> <p>WALSH Trust values are followed in practice:</p> <p style="text-align: center;">Courtesy Respect Integrity Kindness</p> <p>Initials.....</p>	<p><i>WALSH Trust policy and procedures are adhered to and the service provided reflects the values and direction of the Trust</i></p> <p><i>All external and internal compliances are adhered to</i></p> <p><i>Professional development is undertaken</i></p> <p><i>Health & safety processes are followed</i></p> <p><i>Positive and authentic relationships in all spheres of work activity are evidenced in practice</i></p> <p><i>The organisation's culture and values are supported or enhanced</i></p>
WALSH Trust Policies and Procedures		

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Personal Specifications

<i>Values and Characteristics</i>	<i>Required</i>
Professional attitude and presentation. Excellent time management Appropriate sense of humour Well organised and reliable Conscientious Excellent communication skills Willing to take on extra training and professional development Non-judgemental and respectful approach to a wide range of people. Adaptable and flexible	All are essential for success in this position

<i>Qualifications, Knowledge/Experience, Skills.</i>	<i>Required</i>
Computer literacy. <ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Database entry Multi-tasking abilities. Skilled in attention to detail Effective planning and problem solving skills. Good written and verbal communication skills. Knowledge of Te Tiriti o Waitangi. Full, clean driver's license	All are essential for success in this position