

Role Title:	Finance Administrator
Business Group:	National Office
Reports to:	GM Compliance & Risk
Direct Reports:	N/A
Hours:	37.5 hours per week (Full Time)

The Stroke Foundation is the national charity in New Zealand solely dedicated to the prevention of and recovery from stroke.

For over 40 years, we have actively promoted ways to avoid stroke and dedicated ourselves to working closely with stroke survivors, their whānau and carers. 80% of our revenue is sourced from fundraising activities.

The Stroke Foundation is committed to Te Tiriti o Waitangi as a founding document of New Zealand.

Our Mission:

We prevent stroke, improve outcomes, and save lives

Our Vision is for a New Zealand where:

- Significant steps are taken to reduce the number of strokes
- Everyone understands and responds to the key risk factors
- Anyone affected by stroke is supported and empowered

Our Values:

Kaitiakitanga

Guard and protect stroke survivors and help people learn to detect and manage stroke risks early.

Manaakitanga

Care for others and be inclusive to everyone. Act with integrity and treat people with respect.

Rangatiratanga

Enable people to be decision makers over their own health and wellbeing and achieve their best health outcomes.

Whanaungatanga

Connect as a whānau and work together in everything that we do to make a significant difference.

Purpose of this Role

The Finance Administrator role is responsible for the National Office accounts payable and receivable, National donation reconciliation, as well as a range of administrative Corporate Services tasks.

Main Responsibilities

Accounts receivable and accounts payable

- Enter the accounts payable invoices into Xero each month and upload a copy of each invoice for auditing purposes
- Enter the accounts receivable invoices fundraising campaigns and activities
- Process and prepare a fortnightly batch for Stroke Foundation staff expenses and invoices
- Run the payment batch for all Stroke Foundation invoices, including the international batch.
- Run the Donor direct debit batch monthly.
- Ensure accounts maintain sufficient funds for scheduled payments.

Reconciliations

- Upload and reconcile banking transactions in Xero daily (average of 1,000 transactions each month).
- Ensure GL coding is correct and maintain the GL coding system for SFNZ
- Transfer the credit card summaries each month to all staff credit card accounts, reconcile all staff credit card accounts monthly transactions
- Collate a bank reconciliation summary report between BNZ and Xero for our six SFNZ accounts each month.
- Assist the Regional Administrators with any coding queries or changes in Xero.

Reporting

- Provide financial reporting of accountability to the Fundraising team.
- Assist the GM of Compliance & Risk in preparing quarterly data for DIAS reporting.
- Assist the GM of Compliance & Risk with other accounting tasks as required.

Administration

- Co-administrator and maintain our finance-based software programs:
 - Xero – our cloud based software for maintaining all SFNZ accounts
 - Dext – our app that electronically captures and stores receipts, invoices and other supporting documents
 - ApprovalMax – our cloud based approval workflow solution, which includes managing organisational settings, staff profiles, and workflows
- Process and maintain SFNZ vehicle registrations, road tolls, mileage, GPS trackers and fuel cards
- Consider inefficiencies and gaps for organisational cohesion, process and procedural improvements and potential financial risks
- Assist the GM of Compliance & Risk with other administration tasks as required.

General Duties

- Demonstrate a commitment to the work of SFNZ and to carry out the work of the organisation in an efficient and effective manner.
- Uphold the reputation of the organisation and represent SFNZ in a professional manner.
- Be familiar with and adhere to the SFNZ's policies and procedures.
- Participate in SFNZ's performance management system and engage in the appraisal process.
- Be vigilant to any Health & Safety risks in the workplace.
- Contribute to a positive culture and effective working relationship within the organisation.
- Ensure all work is aligned with the Foundation's strategic and business planning, ethos and culture, organisational structure, and policies.
- Undertake such other duties as might be reasonably assigned from time to time.

Key Relationships

All Stroke Foundation employees have a responsibility to develop and maintain excellent relationships. In this role, the key relationships to developed are as follows:

Internal	External
Corporate Services team	Xero
National Leadership Team	Creditors
Regional Administrators	Debtors
All SFNZ staff	BW Miller Dean Accountants

Person Specification

Essential	Desirable
A professional who can work autonomously and has excellent attention to detail and time management skills	An understanding of stroke and the not-for-profit sector
An approachable person who likes working with numbers, systems and technology	Has a clear understanding of, and empathy for the mission and purpose of SFNZ
A high standard of written communication – using appropriate structure, grammar, and language to create informative, clear and concise documents that are appropriate to their audience	
A person who is culturally aware and treat others with respect	
Consistently responds in a timely and friendly manner	
Has excellent interpersonal and communication skills – clear, polite and accurate	
Works cooperatively and effectively with others towards achieving goals and contributing to a positive team culture	
Is able to plan, prioritise, be flexible, cope with interruptions and problem solve	

Is organised and results orientated – working efficiently on a task or project through to completion	
Is able to recognise when issues are beyond their ability /authority	
Has a commitment to Te Tiriti o Waitangi as New Zealand's founding document	
Must be a New Zealand citizen or be entitled to work in New Zealand	

Experience and Knowledge

Essential	Desirable
Experience using Xero and at least 2 years finance experience	Experience working with or for a non-profit organisation
ICT savvy and confident helping others in this space	Experience with SharePoint, One Drive, ApprovalMax, and Dext.
Has a working knowledge of the principles of privacy and confidentiality	

Authorisation of Position Description

Positions at the Stroke Foundation may change over time as the organisation evolves and priorities change. The key responsibilities for this position may change as the job evolves to ensure that the Stroke Foundation is able to adapt and respond to changes in the business environment. Any significant changes would be discussed between the job holder and their manager. All significant changes will be approved by the Chief Executive.

Date Created:	March 2023	Date last Updated:	November 2023
Authorised by:	Chief Executive	Date Authorised:	
			