



Position Description – Office Manager

Reports to: Directors of YRW Limited

Other direct relationships: Associates, Managers, Administration and Accounting Teams

Role Purpose:

The Office Manager is responsible for the administration activities of the firm including office and operations management, human resources management including payroll, systems and processes, business performance monitoring and reporting.

Core Competencies:

Delivery Excellence	Sets high but achievable standards for self and others. Seeks opportunities to improve process and outcomes.
Planning and Organising	Able to achieve quality results in a timely and cost-effective way. Sees priorities, plans the effective use of resources and monitors progress against objectives. Responds effectively to unforeseen events.
Self Confidence / Resilience	Exhibits measured confidence. Stays calm in a crisis. Handles competing demands. Overcomes setbacks. Welcomes and learns from constructive criticism.
Personal Credibility	Builds trust and credibility with all major stakeholders through effective communication and delivering on commitments. Committed to high levels of professionalism and confidentiality.
Business Acumen and Strategic contribution	Understands how businesses work and how policies and practices contribute to overall business performance

Role Responsibilities:

Administration Team Management – oversight of the administration team and liaison with the accounting team, Directors and Managers; maintaining and developing administration systems and processes.

Practice management accounting – oversight of Work in Progress and debtors, Xero subscription invoicing and debits, reconciliations in Xero, cashflow monitoring and reporting, checking and approving creditors, disbursements.

Internal business performance and management reporting including productivity.

HR and payroll including CPD registrations and record keeping, supporting the Directors with recruitment and staff training and development

Liaison with internal / external IT providers

Responsible for liaising with external professional membership groups, specifically CAANZ and NZCA

Oversight of marketing including quarterly newsletter preparation and website management, liaising with external marketing consultants and arranging general advertising as required.

YRW Limited

Address all correspondence to:
PO Box 948, Tauranga 3144

Tauranga
13 McLean Street T 07 578 0069

Te Puke
12A Oxford Street T 07 573 3996
