

## Administration Manager

### Full time, permanent

#### The Organisation

Tearfund is one of New Zealand's leading NGO's with development partnerships and programmes throughout the developing world. It is a highly respected charity that inspires people to give, learn, advocate and stand up against injustice.

Tearfund has a challenging and diverse body of work, including child sponsorship, anti-trafficking and exploitation, disaster risk reduction, relief and recovery, and community development via enterprise, water, health and education. We have over 40 specialist staff who work hard to support the growth and effectiveness of these programmes.

Our mission statement is: "Motivated by Jesus, we encourage Kiwis to act for justice to relieve poverty among the world's most vulnerable people".

#### The role

With a busy and varied workload, this role reports to the CFO and plays a crucial role in leading the administration functions that support the organisation. You will take ownership of Tearfund's payroll and HR admin processes as well as supervise and develop members of the finance and operations team ensuring processes are completed efficiently. Some exposure to leading others as well as accounts receivable and accounts payable exposure is important as you'll supervise team members in these areas.

#### About you:

You'll be someone who understands the importance of discretion especially in the HR & Payroll functional areas of the role. We're looking for someone who has the confidence, initiative and a good business head to grab the role with both hands and make things happen.

Attitude is everything, you'll be approachable, process driven, have superior attention to detail and you'll enjoy developing and mentoring others. We're looking for someone with:

- Payroll, HR Administration experience
- Staff supervision experience
- Strong numerical accuracy skills
- Accounting software experience (e.g. Xero or MYOB)
- Great attention to detail
- An understanding of Accounts Payable/Receivable
- The ability to set priorities and be forward planning with your own and others work
- Effective communication coupled with collaborative working behaviours

- Positivity and a genuine interest in Tearfund as an organisation – our mission and the importance of the work that we do

**Minimum experience required:**

- 3 + years' experience in a similar administration role, including payroll experience.
- Demonstrated strengths in Microsoft Excel and the other Microsoft applications.

We do our best to make working at Tearfund both challenging and enjoyable. If you think you could add value to our team then we'd love to hear from you.

The role is based at our offices in Mount Roskill, has easy access to the motorway and other amenities. Free parking is available on-site.

To apply please include a cover letter outlining why you're interested in this role and working for Tearfund and send it along with a copy of your CV to [work@tearfund.org.nz](mailto:work@tearfund.org.nz). For more information please contact Elke on 021802213.