

Income & Operations Administrator

Part-time (0.8 FTE), Permanent

We're looking for a diligent administrator with an aptitude for problem solving to join our friendly and competent Finance & Operations team. You'll be professional, organised and super-efficient and you'll get satisfaction out of helping to make things run as smoothly as possible!

Tearfund is one of New Zealand's leading faith-based NGO's with world class development partnerships and programmes throughout the developing world. We are a highly respected charity that inspires people to give, learn, advocate and stand up against injustice. Our mission statement is: "Motivated by Jesus, we encourage Kiwis to act for justice to relieve poverty among the world's most vulnerable people". Our finance & operations team helps to enable the incredible work our partners do around the world to alleviate poverty and injustice.

You'll be successful if you've got an eye for detail and have good numeric aptitude as you'll be responsible for monitoring the income that we receive and making sure that our income processing procedures are followed. You'll have an appreciation for doing things right the first time and will be able to come up with solutions to problems that you encounter. You'll be a confident communicator; comfortable multi-tasking and you'll be willing to pitch in and do whatever you can to help the team.

The role

The role is varied, and you'll provide a mix of income processing and operations support to our team. Some of your key areas of focus will be to:

- Ensure (and supervise others to ensure) income and supporter processing procedures are followed, and that deadlines and auditor requirements are met
- Prepare and process online and regular donation batches through relevant systems
- Ensure supporter records are created and maintained with up-to-date information
- Ensure changes to supporter payment plans are accurately processed
- Prepare (or review) daily and monthly reconciliations and end-of-month bank reports
- Ensure banking is prepared and delivered on a regular basis and in accordance with procedures
- Assist the team and the Finance & Operations Director with diary management and ad hoc project support
- Oversee and assist with correspondence, ensuring that it is processed consistent with Tearfund's procedures

About you:

We're looking for someone with all of some of the following;

- 3+ years' experience in a similar administration or finance role, ideally with a finance focus or where attention to detail was important.
- Numeracy skills
- A pro-active and methodical approach to work

- Good communication skills with the confidence to be able to make supporter centric outbound calls and provide supervisory support to others (supervision experience is not required)
- Well-developed MS Excel skills, with the ability to learn new systems (e.g. CRM system)
- Ideally some experience or exposure to accounts receivable or payables
- An interest in Tearfund as an organisation and the NGO sector

In return we'll provide;

- A friendly, supportive and capable team environment that knows how to celebrate well
- The opportunity to learn new skills and take on more responsibility as you learn
- Flexibility to split your time between working from our spacious office in Mt Roskill and home
- Free car parking and Health Insurance

This is an excellent opportunity for a pro-active and motivated individual to grow and develop personally and professionally. You'll have the opportunity to learn new skills, take on more responsibilities while at the same time learning a lot about our work and the life changing programmes that we support. The role is part-time, 28-32 hours/week with some flexibility.

To apply please send a cover letter outlining why you're interested in this role and your CV to work@tearfund.org.nz. To find out more about the role, please call Elke on 021802213.