

Income & Operations Administrator

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.

Over 25,000 donors raise over \$13 million a year to support around 23 partners in 24 countries.

Tearfund's priority sectors are:

- Modern Slavery: Addressing the root causes of trafficking and exploitation through an integrated and structural approach.
- Disasters & Conflict: Safeguarding human dignity by enabling disaster affected people to rebuild thriving and cohesive communities.
- Farming & Enterprise: Increased household resilience through participation in sustainable commercial markets.
- Child Development: Children reach their full potential through meeting their development needs

Over 40 highly competent and experienced staff work to support the growth and effectiveness of these programmes. Tearfund's 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

You'll provide a mixture of accounts receivable and operations support to our team. Some of your key areas of focus will be to:

- Follow income processing and banking procedures, ensuring deadlines and auditor requirements are met
- Prepare daily and monthly income reconciliations and end-of-month bank reports
- Keep all relevant records in our finance system and CRM up to date and accurate
- Oversee and assist in the efficient administration of operations processes ensuring tasks are completed consistently and efficiently. This involves supervising the work of others (NB: not line management)
- Assists the team with data analysis, ad hoc projects and budgeting when required. Project are typically focussed on continuous improvement activities, optimising processes and recognising efficiencies.

About you:

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

- 3+ years' experience in a similar accounts receivable or finance role. Additional experience working in a highly administrative role would be desirable.
- Strong attention to detail and 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
- Supervisory experience would be advantageous
- Well-developed MS Excel skills, with the ability to learn new systems (e.g. CRM system)
- Ideally demonstrated experience within an accounts receivable role
- An interest in Tearfund as an organisation and the NGO sector

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 a lot about our work and be part of an organisation supporting life changing programmes.

To apply please send a cover letter outlining why you're interested in this role and your CV to work@tearfund.org.nz