

Tokoroa North School

Together we learn for life - Ako ngatahi ki te ora

Finance Administrator Position Description

The Finance Administrator will be responsible for:

- Financial management of:
Budgets
Property
Payments
Income
- Payroll – Novopay
- Stock management – classrooms, stationery, staffroom

The Finance Administrator will support the school's charter goals, objectives, policies and carry out the following duties:

- With the principal, prepare the annual budget
- Prepare and pay accounts as per financial policy
- Provide timely advice to the BOT and Principal regarding financial matters
- Prepare the monthly financial journal entries for Education Services
- Maintain reconciliation of key accounts to support financial report preparation
- Review financial reports prepared by Education Services for accuracy and prepare additional analysis as needed for principal and BOT
- Maintain the fixed assets and keep the register accurate
- Prepare annual accounts for audit and liaise with auditors with support from Education Services
- Manage financial procedures in line with school's internal control of finance policy
- Liaise with school staff on budget and financial matters
- Monitor and reconcile personnel expenditure through the payroll system
- Manage school stock including lunch items and stationery

The Finance Administrator will provide efficient, professional and high quality school administration for staff, parents, business and agencies the school deals with:

- Payroll duties: In conjunction with the Principal provide input and monitor the school payroll as required
- Provide support where necessary to front line reception staff
- Ensure important equipment such as computers, telephone and photocopiers are functioning and maintained

Applications to:

principal@tokoroanorth.school.nz

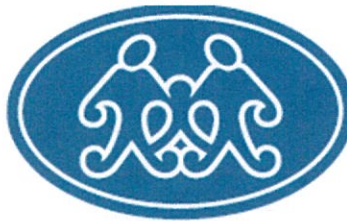
or

The Principal
Tokoroa North School
29 Paraonui Road,
TOKOROA 3420

Applications close: 4pm Monday 23rd November

Appointment Time Frame:

| | |
|--------------------|--|
| 23 November | Applications close 4pm |
| 24 November | Short listing and referees statement requested |
| 24 November | Interviews commence |
| 3 December | Reference checks completed and applicants notified |
| 10 December | Appointment confirmed |



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EMPLOYMENT APPLICATION FORM: Finance Administrator

Please complete all parts of this form

NOTE: The completion of this form does not indicate any obligation on the school to employ the applicant

Position applied for:

Finance Administrator

☐

Personal Details:

Mr Miss Mrs Ms

Surname: _____

Given Names: _____

Address: _____

Email Address: _____

Contact telephone numbers:

_____ (home) _____ (work) _____ (mobile)

Please submit with this application form a brief CV which should include:

- **A formal letter of application**
- **Qualifications highlighting details relevant to the position**

Identity Verification, Criminal Record and Right to Work

Please tick the appropriate boxes:

| | YES | NO |
|--|-----|----|
| Immigration Information | | |
| Are you a New Zealand Citizen? | | |
| If not, do you have resident status, or | | |
| A current work permit | | |
| Have you ever had a criminal conviction? If "Yes", please detail: | | |
| <i>(A Board may not employ or engage a children's worker who has been convicted of an offence specified in Schedule 2 of the Vulnerable Children Act 2014. The Clean Slate Act does not apply to Schedule 2 offences)</i> | | |
| Have you ever received a police diversion for an offence? If "Yes", please detail: | | |
| Have you ever been discharged without conviction for an offence? If "Yes", please detail | | |
| Do you have a current New Zealand driver's licence? | | |
| Have you ever been convicted of a driving offence which resulted in temporary or permanent loss of licence, or imprisonment? If "Yes", please detail: | | |
| Are you awaiting sentencing or do you have charges pending? If "Yes", please state the nature of the conviction/cases pending: | | |
| In addition to other information provided are there any other factors that we should know to assess your suitability for appointment and your ability to do the job? If "Yes", please detail: | | |
| Have you ever been the subject of any concerns involving child safety? If "Yes", please detail: | | |
| Have you had an injury or medical condition caused by gradual, process, disease or infection, such as occupational overuse syndrome which the tasks of this position may aggravate or contribute to? If "Yes", please detail: | | |

Employment History

Please list your work experiences for the last five years beginning with your most recent position. Please explain any gaps in employment. If you were self-employed give details.

| Period Worked (Please specify the start and end dates) | | Employer's Name (or reason for gap in employment) | Position Held | Reason for leaving |
|---|----------|--|---------------|--------------------|
| Start Date | End Date | | | |
| | to | | | |
| | to | | | |
| | to | | | |
| | to | | | |
| | to | | | |
| | to | | | |

Referees

Please provide the names of three people who could act as referees for you. One of these should be your current or most recent employer. Please indicate which referee is your current/previous employer in the table below. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

| Name | Organisation | Position/Relationship | Phone Number (Landline and/or mobile) |
|------|--------------|-----------------------|--|
| | | | |
| | | | |
| | | | |

Authority to approach other referees

| | YES | NO |
|---|-----|----|
| I authorise the Board, or nominated representative, to approach persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position. | | |

Starting Date

If your application is successful when could you commence employment?

/ /

I certify that:

- The information I have supplied in this application is true and correct.
- I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.
- I know of no reason why I would not be suitable to work with children/young people.
- I understand that if I have supplied incorrect or misleading information, or have omitted any important information I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

Signature: _____

Date: _____