

SENIOR FINANCE ADMINISTRATOR

This role offers a great team environment, family friendly hours and real purpose to your work.

St John's College is highly regarded Catholic secondary school with a roll of 925 young men. We're looking for an experienced Finance Administrator to lead the day to day financial management for our busy College, using Xero and Kamar, our Student Management system.

You will take primary responsibility for all financial processing including:

- Supervision of receipting and creditors processing performed by a Finance Administrator
- Monthly invoicing, reporting, reconciliations, and journals
- GST and other IRD returns
- Management reporting to budget holders and the Board
- Budget preparation and cashflow management
- Preparation of year end accounts to trial balance
- Liaison with parents, staff, and suppliers over financial queries
- Financial management for the related St John's College Foundation charitable organisation

You will work in a friendly, small but busy office team and you will be an important member of the staff and St John's community. In addition to the financial duties above, you will support the Business Manager in other management functions which may include insurance, facilities hireage, fundraising, and contract management.

We're looking for someone who has:

- Experience in using accounting software, and good knowledge of reporting functions
- A sound understanding of accounting principles, risk and best practice procedures
- A proactive approach to reviewing systems and information, with a keen eye for improving efficiency and outcomes
- Initiative, and a willingness to take responsibility for the day to day financial management of the College
- Strategies for keeping abreast of best practice
- A customer service ethos that will value parents as part of our College family
- An ability to relate well to a broad range of people in a variety of financial circumstances
- A desire to work in a team, with a friendly and approachable manner

This position is for 30 hours per week, to be worked Mon-Fri. The position is for the full 52 weeks per year with four weeks annual leave. Some flexibility of hours may be possible in school holidays by negotiation. The successful candidate will need to return a clean police vet.

A position description is available on the College website at www.stjohns-hamilton.school.nz

Applications should be made via Seek with a cover letter please, and be received by 30 May 2022.