

Accounts Administrator



The Accounts Administrator is responsible for processing financial transactions and maintaining accurate records, including compliance with GST requirements, for obligations to suppliers, customers, and third-party vendors.

Reports to:	Financial Accounting Manager
Department:	Finance
Group:	Business Services
Employment Type:	Permanent
Location:	Avalon
Direct reports:	Nil
Budget:	Nil
Career Path:	Corporate
Job Family:	Accounting, Finance and Payroll
Career Step:	4
Date:	September 2024

Position priorities and responsibilities

Supplier and Customer Management

- Manage obligations to suppliers, customers, and third-party vendors by maintaining accurate records to ensure financial and tax compliance.
- Process new supplier and customer set ups and amendments.
- Provide prompt responses to supplier and customer queries.
- Reconcile supplier statements against internal records and investigate any missing invoices or credit notes.
- Process regular payment runs, ensuring suppliers are paid on time and employees are reimbursed promptly for work-related spend.

Accounts Payable

- Create and manage purchase orders, where relevant.
- Verify and process supplier invoices, ensuring all entries are correctly recorded
- Track and follow up on overdue invoices to resolve any discrepancies.

Credit Card and Expense Management

- Check the GST treatment of credit card and expense claims and correct as required.
- Reconcile corporate credit card statements, investigate discrepancies, and proactively follow up with card holders to obtain appropriate documentation for credit card spend.

Accounts Receivable

- Monitor debtor ageing and provide regular updates on the status of overdue accounts and payment plans, where relevant.
- Contact customers as needed to ensure payment of outstanding invoices.
- Investigate and reconcile any irregularities in customer receipts.

Reporting and Documentation

- Maintain accurate and up-to-date financial records and documentation to support compliance and reporting requirements.
- Investigate and resolve reconciliation discrepancies in a timely manner.

General Administrative Support

- Update internal training collateral as required.
- Provide ongoing user support, across all areas of responsibility.
- Assist with internal and external audit queries.
- Assist with ad hoc financial tasks and projects as required.

Responsibilities of all staff

- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:

- Finance team
- Budget holders and colleagues ordering goods and services
- Expense claimants
- Credit card holders

External:

- Suppliers
- Customers
- External auditors
- Internal auditors

Person specification

Skills, knowledge and attributes

- Good understanding of accounting principles, GST compliance, and financial management.
- Proficiency in accounting software and Microsoft Office Suite, particularly Excel.
- Excellent organisational skills with attention to detail and accuracy and the ability to handle multiple tasks simultaneously.
- Effective communication skills, both written and verbal, with the ability to build and maintain positive relationships with vendors and customers.
- A continuous improvement and growth-oriented mindset.
- The ability to develop, build and maintain effective relationships with Māori, respecting obligations under Te Tiriti of Waitangi and interacting appropriately with Māori taking into consideration tikanga (customs) and kawa (protocol).

Experience

Essential:

At least two years' experience in an accounts administration type role, covering the full purchase to payment cycle (accounts payable and purchasing).

Desirable

- At least two years' experience in an accounts receivable role.

Qualifications

Desirable

- Bachelor's degree in Accounting, Finance, or a related field.

Performance dimensions

At a high level, GNS Science recognises six performance dimensions: three relate to technical capability, one relates to leadership (if applicable) and two relate to the *way* we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

Technical capabilities

Scope, complexity and innovation

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

Contribution to GNS Science / profession

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.

- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

Delivery of work

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner.

Behavioural expectations

Manaakitanga – we do the right thing

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

Bicultural commitment

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (tikanga) and honours Māori and non-Māori worldviews (te ao).

These expectations are intended to support and guide the development of individual staff.