

# Position Description

## Position Title - Ingoa Tūranga

Team Administrator (Finance)

## Group - Puni

Asia and Americas Group

## Division - Tānga

NZ Commerce and Industry Office, Taipei

## Reports to - Menetia

Administration Manager

## Location

Taipei

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### About the New Zealand Commerce and Industry Office (NZCIO)

The New Zealand Commerce and Industry Office (NZCIO) in Taipei is responsible for the development of New Zealand's trade, economic and cultural interests with Taiwan.

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### Diversity and Inclusion - Kanorau, Kauawhi

We aspire to be a workplace that values and utilises diverse and inclusive thinking, people and behaviours. This means that our staff reflect the diversity of New Zealand and the countries we work in, and that the contributions of staff with diverse backgrounds, experiences, skills and perspectives are valued and respected.

The New Zealand Ministry of Foreign Affairs and Trade's workplace values are:

- **Impact:** We achieve for New Zealand, every day, everywhere
- **Kotahitanga:** We draw strength from our diversity
- **Courage:** We do the right thing
- **Manaakitanga:** We honour and respect others

The Office recognises the importance of staff having flexibility around work hours and working arrangements to maintain a work/life balance. In turn there may be some situations where NZCIO's business deliverables require staff to be available during certain hours of the day or for longer periods to deliver projects/visits or meet a temporary surge in work requirements.

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### About the Position - Mō te Tūranga

The Team Administrator (Finance) is responsible for providing general administration support with a particular emphasis on financial reporting and analysis activities to ensure the efficient and smooth running of the office.

The position has the following financial responsibilities: Finance officer, banking officer, budget advisor, internet banking officer (creator).

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### Key Accountabilities - Kawenga Matua

The following key accountabilities of this role assist in delivering the Ministry's purpose:

#### Finance

- Compile and complete preliminary drafts of the annual post budget, review of allocations, out-turn and end of financial year returns.

- Maintain expenditure within budget allocations and cash flow predictions and advise Administration Manager of any aberrations.
- Provide a report (on a monthly basis) to the Administration Manager and HOM on current expenditure levels and details of the official entertainment (HOM and Post), travel etc.
- Analyse expenditure patterns / progress for variance reporting and provide a monthly synopsis
- Approve all Financial Management Information System (FMIS) entries, generate FMIS payment / revenue summaries and maintain the FMIS database
- Undertake end of month financial procedures, including monthly bank reconciliation.
- Reconcile corporate credit card expenditure and process applications for new cards or cancellation of existing cards as required.
- Maintain up-to-date records of financial authorities, commitments and internal controls.
- Undertake day-to-day accounting functions for the post as follows:
- Prepare invoices related to the Office and ensure all payments made are accurate and approved.
- Act as post receiving and banking officer.
- Administer Embassy cash and bank accounts
- Prepare salaries, travel advances and check all travel claims.

#### **General Administration**

- Provide support to NZCIO staff and language trainees (and their families) including for diplomatic IDs and air and sea freight processes.
- Assist with simple verbal and written translation between English and the local language
- Undertake general administration, including managing representational wine stocks, scanning documents for electronic filing, maintaining official Ministry registers i.e., Art, Assets etc.
- Undertake reception and telephonist duties as required

#### **Other**

- Undertake driving duties as required

#### **Organisational Responsibilities**

- Understand the Ministry's strategic priorities and high-level outcomes framework and how this role contributes to the framework.
- Understand and apply the strategic context in which the Ministry operates, including priorities and perspectives of the Ministers, partner agencies, and external stakeholders.
- Learn, understand and apply Mātauranga Māori (knowledge of the language, culture and values of New Zealand's Indigenous people).
- Be aware of and adhere to the Ministry's Health and Safety policies and procedures.
- Share in the responsibility for health and safety in the work environment by carrying out work-related activities in accordance with safe operating procedures and by accurately reporting all hazards, accidents and incidents.
- Contribute to the continuous development of the Ministry's knowledge base by using the Ministry's internal systems, sharing information and data with relevant internal stakeholders, including contributing to/presenting at internal learning and development opportunities.

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#### **Skills, Knowledge and Experience - Tohu Mātauranga, Pūkenga, Mātauranga, Wheako**

The Finance Officer will have the following experience, skills and knowledge:

#### **Experience**

- Previous experience and knowledge of financial operation, preferably diplomatic/multinational/WOFE, to ensure effective, efficient and streamlined processes are in place.
- Proven experience in a business administration role with a focus on financial management and reporting.
- Demonstrated experience of finance functions and processes in an office environment.

## Skills and knowledge

- Relevant business or formal tertiary qualifications; major in accounting/finance/business administration is preferred; minimum of an under-graduate degree.
- Proven numeracy and basic analytical skills.
- Attention to detail and thoroughness in following through tasks.
- Ability to problem solve, anticipate issues and think of creative solutions.
- Excellent written and spoken English and Chinese language ability.
- Well-developed planning and organisational skills, including ability to prioritise tasks effectively and work under pressure.
- Possess a strong achievement/delivery focus – sets high standards including accuracy and attention to detail.
- Highly competent in the Microsoft Office suite including Office, Word and Excel.
- Project management experience would be an advantage.
- Strong customer focus, with the ability to communicate effectively with a diverse range of people.
- Demonstrated ability to build and maintain effective relationships and working within a team.
- Ability to work autonomously and within guidelines, demonstrating the use of sound judgement.
- Demonstrated commitment to continuous improvement, including adaptability and openness to change.
- Displays personal integrity and an honest and ethical approach.
- The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description and such other duties reasonably within their experience and capabilities as may be from time to time.
- Hold a current, clean driver's licence and be able to drive post vehicles (as required) safely in local conditions.

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## Additional Requirements

- The job holder will be required to seek a local police clearance in Taiwan (and/or New Zealand if normally resident there)

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## Relationships - Pātahitanga

The Finance Officer position is required to build and maintain the following relationships:

Within NZCIO:

- The Director (the Head of Post)
- Administration Manager
- Other seconded and locally engaged staff at Post
- Account Managers (e.g. the Ministry's Finance Division, Assets Management Division)
- Group Business Manager AAG, Wellington
- Resident New Zealand Agencies in Taiwan (e.g. New Zealand Trade and Enterprise)

Outside of NZCIO:

- Taiwan Government Agencies
  - Administrators in other key missions
  - Local service providers
  - Local banking institutions
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