

# Summary of 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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### 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

- Manage 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.
- 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 NZCIO cash and bank accounts
- Prepare salaries, travel advances and check all travel claims.
- 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.

#### 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

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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 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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