

TeTuhi

Position description

Title:	Finance and Building Administrator
Responsible to:	Executive Director
Responsible for:	
Hours:	Full-time, 40 hours p/w (part-time and flexible working arrangements can be considered)
Contract:	Permanent
Location:	Te Tuhi, 13 Reeves Road, Pakuranga, Tāmaki Makaurau Auckland
Salary Range:	\$52,000

To apply

Please email a CV and cover letter as a single PDF file with your name in the title to recruitment@tetuhi.art by 9am, Monday 23 August 2021. Please outline how your skills and experience meet the requirements of the position description and how this role fits in with your career to date and future plans. Applicants must have the legal right to work in Aotearoa New Zealand. If you would like to discuss the role prior to making an application, please contact Hiraani Himona at hiraani@tetuhi.art.

Interviews will be held on Thursday 2 September 2021.

Te Tuhi is an Equal Employment Opportunities (EEO) employer. We are committed to Te Tiriti o Waitangi and to equity.

About Te Tuhi

Opened in 1974, Te Tuhi is one of Aotearoa New Zealand's foremost contemporary art spaces and a leader in supporting experimental practice. Te Tuhi is committed to contemporary art that is locally engaged, regionally responsive and internationally ambitious, with a strong awareness of social, political and environmental issues. The gallery's emphasis is on presenting new work by Aotearoa and international artists. Our exhibitions are free and open to all.

Te Tuhi is an independent charitable trust, receiving approximately 45% of its funding from Auckland Council and proactively raising the remaining funds from grants, donations and commercial activities.

Te Tuhi serves a vibrant and diverse community with annual visitation upwards of 150,000. Alongside the exhibition programme Te Tuhi offers participation and engagement programmes, providing a range of experiences for schools, local residents and community groups.

Te Tuhi also hosts many independent groups and classes attracting audiences of all ages and accommodates private functions in a thriving venue hire business.

About the role

This role is responsible for administering and maintaining effective financial systems and processes, working closely with the Executive Director.

In addition, this role involves managing office systems, building repairs and maintenance, and health and safety systems and procedures, ensuring it is a safe environment for all our users.

Role description and responsibilities

Finance administration

- Accurately maintain all financial systems for Te Tuhi, using Xero and Smart Payroll.
- Manage front of house financial systems including enrolment, venue hire and till systems.
- Accurately maintain all contact information in Xero.
- Ensure compliance with the internal financial control procedures.
- Implement and review financial systems to ensure continuous improvement in service delivery.
- Ensure that the gallery's bank accounts are effectively managed and that cash-flow forecasts are produced.
- Manage the gallery's investments, with the help of independent advisors where appropriate.
- Prepare GST returns and make payments.
- Bank cash receipts weekly.
- Provide information for budget managers as required.
- Liaise with bank, customers and suppliers as required.
- Monitor all bank accounts daily and reconcile with Xero.
- Prepare information for year-end accounting and audit purposes as required.

Income and payments

- Prepare all outgoing internet payments and ensure these are authorised before deadlines.
- Issue sales invoices as required by Budget Managers.
- Process all receipts and payments, including credit card payments, grants, invoice payments and sales on Xero and maintain computer records.
- Report on and pursue outstanding debtors weekly.

Payroll and leave management

- Ensure all staff contracts and information are managed.
- Prepare weekly and fortnightly payroll on Smart Payroll for salary staff, casual staff and contractors.

Office management

- Provide cover for front of house staff.
- Open and distribute incoming post.
- Manage office equipment and contracts, including photocopier.

- Order supplies, including stationery and kitchen supplies.
- Oversee functioning of IT systems, managing and liaising with IT support contractors.
- Manage the Administration and Premises Budgets including authorising invoices and producing budget reports.

Building maintenance

- Manage repairs and maintenance of the building, proactively liaising with contractors to organise work/repairs and upkeep.
- Manage all building service contracts, including maintenance, health and safety, security and cleaning, ensuring all systems are working properly.
- Maintain access and keep records for all authorised building users/keyholders.
- Supervise cleaning contract and liaise with contractors to ensure cleaning requirements are met.
- Complete building maintenance reports to Board.

Health and Safety

- Update Health and Safety policies and handbook yearly.
- Organise Health and Safety, First Aid and Lone Worker Device training for relevant staff.
- Complete building risk assessments.
- Ensure building inspections are done regularly, and check budget for regular invoicing.
- Make sure contractors sign maintenance and inspection log.
- Complete monthly inspection reports.
- Complete daily checks ensuring egress from all rooms.
- Oversee Incident/Accident/Hazard reporting, ensure staff know reporting procedures.
- Organise police checks for staff and contractors where required.
- Organise biannual trial evacuations, ensuring staff are trained in evacuation procedures.
- Conduct and minute regular meetings with leasees, Executive Director and Programme Manager.
- Complete Health and Safety reports to board.

General

- Operate in accordance with Te Tuhi's employment, health and safety, safeguarding, equal opportunities and other practices, policies and procedures.
- Take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives.
- Attend staff meetings, report on relevant areas of work and disseminate information as required.
- Maintain a commitment to training and professional development.
- Act as a keyholder as appropriate and required.
- Undertake other duties as may be reasonably required.

Person specification

Qualifications

	Requirement
A bookkeeping/accounting qualification.	Desirable

Knowledge, experience and interests

Experience of data entry in a financial environment.	Desirable
A demonstrable interest in a career in finance.	Desirable
Experience of using a financial software package, particularly Xero.	Desirable
Experience of using Xero and/or Smart Payroll.	Desirable
One year bookkeeping, credit control or other finance related experience (paid or unpaid).	Desirable

Role-specific competencies

Strong Excel and computer skills.	Essential
Excellent numeracy and financial awareness.	Essential
Excellent attention to detail and accuracy.	Essential
Methodical approach and ability to maintain accurate and transparent systems.	Essential
Ability to respond swiftly and calmly to requests for information.	Essential
Respect for the confidentiality of sensitive information.	Essential

General competencies

An interest contemporary art and the work of Te Tuhi	Essential
Highly organised with the ability to implement good operational systems and to plan, organise, schedule and budget in an efficient, productive manner.	Essential
Highly efficient with an ability to produce significant output with minimal wasted effort.	Essential
Demonstrates honesty and integrity, earning trust and maintaining confidence.	Essential
Follows through on commitments, lives up to verbal and written agreements.	Essential
Demonstrates ability to quickly and proficiently understand and absorb new information.	Essential
Exceptional attention to detail, not letting important details slip through the cracks.	Essential
Proactive and persistent, bringing new ideas to the gallery, and demonstrating tenacity and willingness to go the distance to get the job done.	Essential
Flexible and adaptable, able to adjust quickly to changing priorities and cope with complexity and change.	Essential
Enthusiastic, with a can-do attitude.	Essential
Hard working, with high standards of personal performance.	Essential
Works well in a team, establishes collaborative working relationships.	Essential
Commitment to Equal Opportunities.	Essential
A sound understanding of the Treaty of Waitangi, commitment to promote te reo Māori and provide opportunities for Māori development.	Essential