

Job Description

Role	Financial Administrator Kaiwhakarite Pūtea
Reports to	Chief Executive Tumu Whakarae
Hours	20 hours per week
Location	SOUNZ Office, Wellington

The Financial Administrator | Kaiwhakarite Pūtea reports to the Chief Executive | Tumu Whakarae and works in collaboration with other staff.

Accounting and Financial Tasks

- Managing all financial matters including cash flow and banking through Xero
- Debtor and creditor management
- Inventory management
- Preparing and reconciling monthly and quarterly financial reports
- Preparing annual accounts for auditing
- Maintaining the fixed asset register
- Payroll and leave management through the iPayroll system
- Statutory IRD returns
- Calculating and paying annual composer royalties
- Assist with general office management

Retail

- Process online and walk-in orders in collaboration through Shopify with Music and Services Adviser
- Management of merchant services facilities including Eftpos, Paymark, Paypal
- Management of equipment contracts: Eftpos and Sharp
- Manage inventory and stock
- Prepare sales returns as required
- Assist with customer service as required

Governance Support

- Maintain board records including Register of Interests
- Assist, if required, with board minutes if required
- Arrange and make flight and accommodation bookings where required

Other Responsibilities

- Oversee general office resources and systems
- Backups of relevant computer files
- Attend weekly staff meetings and participate in strategic planning
- Other duties as requested
- A commitment to the principles of the Treaty of Waitangi