

Position Description			
Position Title	Finance and Office Administrator	Group	Finance & Commercial
Function	Finance & Commercial	Department	Finance
Cost Centre	AA	No. of Direct Reports / Total Reports	N/A
Position Reports to	Financial Accounting Manager		

Primary Accountability

The primary purpose of this position is to provide support for the finance team and office with the objectives of carrying out the accounts receivable, credit control, purchasing, accounts payable, sales support and office administration for the business.

Areas of Accountability/Key Responsibilities

Accounts Receivable and Credit Control - ensuring transactions and records are complete, accurate and processed in a timely manner

- Ensure accurate and timely customer invoicing
- Respond to invoicing queries from customers and within the business
- Process new customer account application forms and ensure appropriate credit checks are completed
- Manage credit control – follow up on outstanding debtors and liaise with account executives to ensure timely collection and recording of receipts
- Proactively engage with customers, to confirm that invoices have been received and processed for payment in line with our payment terms, before due date

Accounts Payable - ensure accounting transactions and records are complete, accurate and processed in a timely manner.

- Entry of supplier invoices, ensuring invoices are correctly coded and following up to confirm they have been goods receipted and matched to purchase orders or approved by management
- Respond to queries from staff, managers and external suppliers
- Review supplier statements.
- Manage relationships with creditors in line with NEC requirements
- Process supplier payment runs

Purchase Order Entry – ensuring that all purchasing is made in accordance with NEC guidelines

- Raise purchase orders in a timely manner in line with staff requirements
- Ensure the listing of open purchase orders are accurate/up to date
- Follow up on any issues

Sales Order Entry - ensuring the correct customer receives the correct items

- Enter customer orders

- Liaise with logistics companies to coordinate the shipping of goods to customers

Office Administration Support

- Assist with the running of the office by ensuring that stationery and morning tea supplies are available
- Be a point of contact for the landlords on issues/maintenance activities that may arise

Finance and Commercial team support – provide support for team members when required

- Assist with the annual audit
- Provide back up support for the team including assisting with bank reconciliations, staff expenses, corporate credit card reports, lease vehicles
- Ensure that internal controls are maintained and polices are adhered to
- Assist with other finance related or administration tasks as required.

Sales Support

- Accountable for ensuring that all Sales members are aware of deadlines for the Global Pipeline Management (GPM) system and organising and providing support for the regular pipeline meeting
- Ensure that all opportunities that are progressing have the required approval process followed, including setting up the appropriate meetings with key stakeholders
- Assist with the bid management process in relation to assisting the Sales team have the appropriate templates, are aware of the appropriate DFA and follow up on any actions raised for a successful tender

Support for New Zealand Post – when required

- Provide administration support for NZ Post including placement of orders and reporting

Challenges

List 2 – 3 challenging aspects of the position

- Managing priorities around deadlines
- Attention to detail and getting things right the first time

Qualifications/Industry Certifications

Essential	Desirable
	<ul style="list-style-type: none"> ■ Tertiary qualification in business/commerce would be an advantage

Professional Experience

Professional work experience and skills relevant to the position

- ▮ Previous accounts receivable, accounts payable and purchasing experience
- ▮ Knowledge of GST compliance
- ▮ Experience with SAP Business By Design
- ▮ Excellent PC skills particularly Excel and Word
- ▮ Analytical / interpretation ability
- ▮ Strong written and oral communication skills
- ▮ Attention to detail
- ▮ Outstanding customer focus: gain a clear insight of the customers’ business need through effective discovery and understanding of available information
- ▮ Interpersonal Skills: relates well to people, builds appropriate rapport and listens, builds constructive and effective relationships
- ▮ Takes an ‘Owners Mindset’ to everything you do at NEC and with our customers
- ▮ Integrity & Trust – Ethics & Values is widely trusted and respected.
- ▮ Time Management: prioritises time effectively and efficiently – self-manages and acts with speed to meet deadlines

Decision Making

Decisions made independently by the role	Decisions/recommendations made after consultation with Manager
<ul style="list-style-type: none"> ▮ In line with agreed DoA frameworks 	<ul style="list-style-type: none"> ▮ To be agreed, as required

Key Relationships

Internal	External
<ul style="list-style-type: none"> ▮ Finance & Commercial team ▮ NEC New Zealand staff ▮ Account Executives 	<ul style="list-style-type: none"> ▮ Suppliers ▮ Vendors ▮ Customers ▮ Auditors

Work Health & Safety Obligations

Your health, safety and wellbeing is important to us at NEC. It is therefore critical that all employees take responsibility for the health, safety and wellbeing of themselves and others. To ensure a zero-harm approach and the well-being of all our people, you must comply with our policies and frameworks and ensure your own health, safety and wellbeing while at work and that your actions or inactions do not harm others.

Our Vision

Enabling secure identity and communication in a fast-moving world where every experience is connected.

Our Intention and Values

Diversify and grow customers, our people, and our capability and revenue streams.

- Innovation
- Customer Centric
- Courage

- Collaboration
- Excellence

NEC Group Code of Values

The following core values are central to the organisations culture, attitudes and behaviour and it is expected that each employee will actively demonstrate their commitment to these values.

- Look Outward. See the Future
- Think Simply. Display Clear Strategy
- Be Passionate. Follow through to the End

- Move Fast. Never Miss an Opportunity
- Encourage Openness. Stimulate the Growth of All.