

# EXECUTIVE OFFICER

Trident High School, Bay of Plenty  
Whakatane



We seek to appoint a proactive and innovative Executive Officer to our team who has proven relevant experience and ability in accounting, financial reporting and demonstrates excellent communication skills. This position is full-time, permanent.

## **The Executive Officer we seek will have responsibility for:**

- All accounting processes using the school's accounting software, electronic banking, including monthly reconciliations and financial statements.
- Asset Management, GST returns, budgets, internal controls and contracts.
- Personnel services for all staff and liaison with payroll provider NOVOPAY.
- Financial administration of the BOP Futures Academy.
- Preparing financial reports to the Principal, BOT and liaising with Heads of Departments on budget matters.
- Liaising with the Principal on Property Management and maintaining insurance policies.

The position will begin on 3 May 2021. Applications close Wednesday 31 March, 2021. An application pack is available from [pa@trident.school.nz](mailto:pa@trident.school.nz) For any queries contact the Principal, Mrs Adrienne Scott-Jones on (07) 308 8159.

*Kia Manawa Nui – Have Courage*