

Position Description

Finance Data Entry Assistant



Our Mission Statement:

Trident High School offers a quality education in a partnership environment where excellence and respect are encouraged.

Position	Finance Data Entry Assistant
Reports To:	Executive Officer
Responsible To:	Principal, Deputy Principal

This position is part time - 18 hours per week

Primary Aim

The Finance Data Assistant position is to assist the Executive Officer with all financial data entry associated with the Future's Academy. Proficiency in Xero and Excel with experience with accounts receivable and payable.

Our Values and Beliefs

A genuine empathy for Māori and a commitment and ability to provide a culturally responsive environment that will maximise Māori student success.

Key Competencies

Professional Requirements:

- Confidentiality is maintained in the office area.
- High standard of written and oral communication skills
- Work collaboratively as a member of the office team.
- Open to learning and master new skills
- Be flexible to cope with the varying demands and changes in the role.
- First Aid Certificate preferred

Interpersonal Skills:

- Friendly and welcoming in all contact with students, staff and community
- Enthusiastic with a 'can -do' attitude
- Committed to the core values of Trident High School
- Proactive in providing support to other staff.

Responsibilities:

Key Tasks	Performance Outcomes
Accounts Receivable and Payable	Receive all accounts <ul style="list-style-type: none"> - Check of accuracy - Enter appropriate data ie scanning and coding - Reconcile with purchase order for/or proof of purchase/deliver

	<ul style="list-style-type: none"> - Process and Code to appropriate department - Prepare for authorisation - Send ApprovalMax to staff for authorisation <p>Invoice for sales as when required. Check for payment and receipt. Streamline current processes to maintain timely processing. Reconciliation of financial transaction.</p>
Future's Academy Pastoral Care	Pastoral Care invoices are Processed for payment in March and September.
Future's Academy Transport	Transport payment schedules are processed for payment.
Mini Bus	Entering/maintain data entry to record usage of our minivans. Manual journals are prepared to ensure mileage is charged back to correct curriculum or activity.
Filing	Ensure that all financial documentation is filed in the appropriate place.
Audit	Assist the EO with Audit queries.
Ad Hoc	Handle special ad hoc financial projects as needed.

EMPLOYMENT DETAILS

Number of Hours: 18 hours per week. Number of weeks per year: 47 weeks– Annual Leave is taken in the Christmas school holidays. Start date will be negotiated yearly and will be in advance of school opening for tuition.

PERSON SPECIFICATION

1. Have the ability to work in a close-knit team with a common goal.
2. Maintain professionalism in all areas of work.
3. Have a high level of self-motivation coupled with flexibility.
4. Enjoy working with rangatahi Māori.
5. To be a positive role model for students by:
 - Maintaining personal standards of dress and presentation appropriate for a member of the support staff.
 - Observing professional standards of behaviour at all times while at school or on school related activities.
 - Valuing excellence and personal achievement.
 - Demonstrating a commitment to the welfare of others.
 - Commitment to Te Reo Maori.

GENERAL

- Ensure workstation area is kept tidy and neat when possible, especially left tidy at the end of the day.
- In the event of a fire alarm/evacuation all students are safely accounted for. Ensure office is locked and your follow the emergency procedure.

SPECIAL CONDITIONS:

Education is an ever-changing environment and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually during the appraisal process and will be varied in the light of the needs of the School to promote improved student outcomes.

Appropriate work habits are used to safeguard the employee from work-related injury or illness (especially Occupational Overuse Syndrome). Concerns are discussed promptly with the Deputy Principal in charge of Health & Safety.

NOTE: The incumbent's signature indicates that relevant School policy and procedures have been read and accepted.

_____	_____
Reception Administrator	Dated
_____	_____
Principal on behalf of the Board Of Trustees	Dated