

Job Description – Finance Administrator

Reports to: National Directors

Based at: Interserve NZ office, 591 Dominion Road, Auckland.

Organizational Context

Interserve (NZ) is part of an international, interdenominational Christian fellowship dedicated to serving the local church, and to sending and supporting mission motivated people to make Jesus Christ known to peoples of Asia and the Arab World through wholistic service.

OUR VISION: Lives and communities transformed through encounter with Jesus Christ.

OUR PURPOSE: To make Jesus Christ known among the peoples of Asia and the Arab world.

OUR VALUES: Community, Oneness in Christ, Wholistic, Dependence on God, Integrity, Partnership, and Servanthood.

Job Brief

We are looking for a Finance Administrator to assist with our organisation's day-to-day finance procedures.

As a mission organisation, we have mission partners who are supported by teams of people who make regular financial donations. We manage the flow of funds from these support teams to our mission partners, wherever they are located. This process involves keeping track of funds as they are donated, and making sure they are sent to the right places in a timely manner.

The Finance Administrator will be responsible for these tasks and ensure the smooth running of our financial systems.

Key Responsibilities

- Managing accounts receivable and accounts payable
- Reviewing and processing reimbursements
- Assisting in preparing budgets
- Participate in payroll processes and monthly allowance payments
- Efficient processing of donations and tax receipts
- Be an active member of the Interserve staff team

Requirements and skills

Ideally, we are looking for someone:

- Who has experience and knowledge of finance systems, bookkeeping and accounting procedures
- With experience of Xero accounting software
- Who is a competent user of Microsoft 365, particularly Excel and Word
- Who has excellent time-management and organizational skills
- Who has excellent written and verbal communication skills, and relates well to people at all levels
- Who understands and is committed to strict confidentiality where required
- Who is a motivated self-starter and quick learner
- Who aligns with the values of our organisation