



OUR VISION: To use the past, present, and future technology and ingenuity of Aotearoa to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

Position: Business Services Administrator

Reports to: Finance & Commercial Manager

PURPOSE OF THE ROLE

Reporting to the Finance & Commercial Manager, the Business Services Administrator provides administrative support to both the Finance & Commercial team and the wider Museum, including data entry and daily cash banking.

RESPONSIBILITIES

GENERAL ADMINISTRATION

- General administration duties including managing courier, mail opening and distribution, photocopying and filing, etc., as required.
- Handle incoming website enquiries and suggestion box appropriately, ensuring they are directed to the appropriate person.
- Maintain and order stocks of office and stationery supplies for the Museum.
- Ensure lunchroom / kitchens have tea / coffee making stock for MOTAT Team Members.
- General tidying and maintenance of office area and filing of documents.
- Assist Executive Assistant to CEO on mailouts and collating documents and reports on an as required basis.
- Organise, take, and distribute minutes of the monthly Business Services Hub Managers meeting.
- Take and distribute the minutes of the monthly All-Staff meeting.

ACCOUNTS ADMINISTRATION

- Process, reconcile, reimburse and manage all cash floats, recording, reconciliation and preparation of daily cash banking. Ensuring accuracy and correctness of data provided by Front of House.
- Enter invoices from Infohub into MYOB Advanced throughout the month.
- Manual data entry of daily sales and banking information from Power BI into MYOB Advanced.
- Act as the back-up for processing CRM generated debtor invoices.
- Manage accounts email-box, clear and forward invoices to Dataline. Managing the mailbox so an audit trail of invoice flow remains.
- Set up new suppliers in MYOB Advanced.

OTHER TASKS

- Liaise with various internal and external suppliers and customers.
- Liaise monthly with all organisations seeking complimentary passes for fund-raising. Distribute brand information and passes to selected organisation and notify those organisations that were not successful.
- Model behaviours consistent with MOTAT values and MOTAT competency framework.
- Adhere to all museum policies and procedures including but not limited to Health, Safety and Environment and the Museums Aotearoa's Code of Ethics.
- Undertake any other reasonable duties as may be required to ensure that MOTAT's business objectives are met.

KEY PERFORMANCE INDICATORS

- Efficient maintenance and upkeep of office supplies' stock levels.
- Accuracy and efficiency of data entry in accounting program.
- Accurate reconciliation of petty cash and floats.
- Processing all school group invoices efficiently and within appropriate timeframe.
- Demonstrated timely response to task requests and position requirements.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for:	Nil
Internal Liaison:	MOTAT Team
External Liaison:	Suppliers, Customers

BUDGETARY AUTHORITIES

Nil

SKILLS & EXPERIENCE

- Minimum 2 years of administration experience.
- Intermediate level – Microsoft Word, Excel, Outlook.
- Accurate data entry skills and ability to work successfully to meet deadlines.
- High level of customer service and communication skills; including ability to work proactively to meet customer needs.
- Outstanding written and verbal communication.
- High level of honesty and integrity.

OUR VALUES Ō MĀTUA UARA

Auahatanga	Innovation - We will be courageous and try new things.
Ngātahitanga	Collaboration - We will work as a team that respects and supports others.
Motuhēhētanga	Integrity - We will act ethically and with respect and transparency.
Pūmautanga	Sustainability - We will foster knowledge and promote technology that is beneficial to our community and environment.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.