



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: Accounts Administrator

Reports to: Accountant

PURPOSE OF THE ROLE

Responsible for the day-to-day administration of the Museum's accounts tasks, including maintaining the supporting records and operation of the MYOB Advanced accounting program and Dataline invoicing system.

RESPONSIBILITIES

ACCOUNTS ADMINISTRATION

- Maintaining internal Finance forms in Infohub
- Posting credit card monthly journal to MYOB Advanced.
- Reconcile MOTAT's bank account to data in MYOB Advanced
- Assist on PowerBI data entry in MYOB as required
- Handle and monitor all banking maintenance in MYOB Advanced
- Manage petty cash system

CREDITORS

- Monitor and handle invoice processes in Dataline system: distribute Dataline exception queue invoices, following up with any queries or issues and handle PO and non-PO invoices.
- Fortnightly follow up on Dataline invoices receipts and non-PO invoice approval
- Manual process of all credit notes and allocate it to invoices
- Manual process of staff expense claims from Infohub into MYOB Advanced. File expense claim supporting documents and update Infohub link
- Ensure all supplier invoices are correctly processed in MYOB Advanced to align with Purchasing Policy
- Process supplier batch payment run every fortnight on the 05th and 20th of each month & run remittance emails
- Manual process overseas and one-off payments on every pay run dates
- Set up and run monthly recurring invoices
- Reconcile supplier monthly statements and follow up on outstanding balances, unpaid invoice copies and incorrect charges

DEBTORS

- CRM booking to be invoiced: manual entering all school/ general/ holiday program/ group invoice and follow up with any query from clients regarding the charges. Complete CRM with necessary updates
- Process monthly recurring invoices
- Run monthly debtor statements
- Credit control & follow up of debtor overdue accounts

OTHER TASKS

- Liaise with various internal staff and external suppliers and customers.
- Resolve all accounts queries in a professional, accurate and timely manner.
- Provide support and/or relief to any other member of the team as and when required and be able to cover their workload during absences.
- Model behaviours consistent with MOTAT values and MOTAT competency framework.
- Adhere to all museum policies and procedures including but not limited to Health and Safety & Environment and the Museum Aotearoa.
- Undertake any other reasonable duties as may be required to ensure that MOTAT's business objectives are met.

KEY PERFORMANCE INDICATORS

- Processing all invoices efficiently and within appropriate timeframe.
- Prompt processing of all payments on due date.
- Accuracy and efficiency of Finance information in accounting program.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for: n/a

Internal Liaison: Accountant, Business Services Administrator, Wider MOTAT Team

External Liaison: Suppliers & Customers

BUDGETARY AUTHORITIES

Nil

SKILLS & EXPERIENCE

- Accounts payable and receivable experience
- MYOB Advance Accounting package knowledge and experience
- Intermediate level - Microsoft Word, Excel, Outlook
- High level of customer services skills
- Ability to work successfully to meet deadlines
- Accurate data entry skills
- 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.