***Maniototo Area School***

**Job Description - Executive Officer**

**Executive Officer - Key Criteria**

**Financial:** Advanced knowledge and experience in all aspects of financial management

Commitment to precision & accuracy

**Payroll & Personnel:** Meticulous record keeping

 Proactive problem solving

**Computer Knowledge/Skills** Proficient in Excel & Word

 Able to learn and apply new systems and applications.

e.g. EDGE/XERO

**Personal Attributes:** Teamwork & interpersonal skills

 Communication – written and verbal, familiar with business styles & lexicon.

 Initiative

 Problem solving

Self-management and personal organisational skills – flexibility

Integrity, loyalty and confidentiality

**Job Purpose:** To ensure the school meets all financial responsibilities allied with public sector accounting.

To support the school in tracking all expenditure and ensuring that the focus is on enhancing the learning environment and opportunities for all students.

**Terms and Conditions:** The Executive Officer position involves 28 hours a week during the hours of 8am to 3.30pm four days per week (term time only). However, this position may require the undertaking of additional duties from time to time and may also require you to work outside the normal business hours or including school holiday.

This is based on Grade D of the Support Staff in School Collective Agreement. The successful candidate will be remunerated at a pay step according to their level of skill and experience. Full details on the Collective Agreement are available at:

https://www.education.govt.nz/school/people-and-employment/employment-agreements/collective-agreements/support-staff-in-schools-collective-agreement/#sh-Collective%20Agreements%20Support%20Staff

**General Responsibilities:**

**-** To thePrincipal and Board of Trustees for carrying out tasks as outlined in the list of duties and for all other tasks and duties as determined from time to time in consultation with the Principal and Board of Trustees.

- Administrative support for/to the Principal and Chairman of the Board as required.

- Attend Board of Trustees meetings when required.

- For liaison with the Principal and Board of Trustees for general servicing (preparing reports etc.)

- Support the School Secretary in her absence with telephone calls; parents and pupils’ requirements (where time permits).

**Financial Management:**

**-** Provision of timely reports, information and responses to queries for the Principal and Board of Trustees’ treasurer to ensure expenditure and income are closely monitored.

- Preparation of Budgets (Annual) and cash flow forecasts in conjunction with appropriate personnel.

- Completion of Inland Revenue Department returns (GST)

 - Implement and control approved budget in conjunction with the Principal.

- Liaise with external provider to prepare the annual financial statements.

- Manage debtors and creditors, accounts receivable and payable so that no costs are incurred through late payment or bank fees.

- Oversee collection, receipting and banking of all cash, complete bank reconciliations.

- Support budget holders with financial management and budget advice and guidance, ensuring compliance with financial policy and quarterly spending guidelines.

- Advise on financial policy.

- Ensure accuracy of grants (liaise with Ministry).

- Maximise school funds through appropriate investments

**Payroll & Personnel:**

**-** Completion of all forms and maintenance of online and paper records for Novopay/EdPay -

**-** Liaise with Novopay, completing required forms and being alert to and pro-active about correcting errors

- Management of Banked Staffing and Staff Usage & Expenditure reports

- Maintenance of records and databases for teacher registration, leave entitlements, staff absences, relieving staff etc.

- Keep functional records of employment eg. Leave entitlements, staff absences and registration dates.

- Authorise payment of wages and salaries to non-teaching staff as required.

**Property Management:**

**-** Maintain an accurate asset register.

- Budget for depreciation

- Advise on replacement schedule.

- Ensure adequate current insurance cover on all assets.

- Attend to vandalism, insurance claims.

- Maintain records of tenancy of school houses, rent etc.

**Person Specification:**

The role of Executive Officer at Maniototo Area School is a key position with responsibility for school-wide financial management. The appointee will need to be able to work well in a team, managing deadlines and prioritizing competing demands effectively. Highly skilled self and time management required, as well as an ability to work unsupervised. Respect for the personal information held and total confidentiality required.

The appointee will need:

* Advanced financial knowledge and experience.
* Comprehensive computer skills and knowledge.
* Flexibility and the ability to prioritise and be pro-active, responding to emerging needs.
* Initiative, innovation, integrity and loyalty.
* Professional presentation and strong communication and interpersonal skills.

Knowledge or experience of XERO, Edge and Novopay/EdPay desirable but not essential.

Applications must include a curriculum vitae that shows their work history and at least 2 referees who can attest to their work skills and habits; a letter of application and a signed copy of Police Vetting form (Attached to Job Description).

Applications Close:  **Tuesday 8 June 2021**

Applications to office@maniototo.school.nz or Principal, 15 Caulfeild St, Ranfurly, 9332

Maniototo Area School

**AUTHORISATION TO DISCLOSE INFORMATION**

**The role the applicant will be acting in is that of:**……Executive Officer……………………………………………………...

I,.........................................................................................................................................................

(Surname) (First Names)

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(Maiden or any other names used)

Sex...........(M/F) Nationality...........................................................................................................

Date of birth................................. Place of birth.............................................................................

Residential Address..........................................................................................................................

Suburb........................................ City..............................................................................................

NZ Driver Licence number ...............................................................................................................

authorise disclosure to Organisation Name by New Zealand Police of ANY information that may be held by Police, including any interaction I have had with Police in any context or any information received by Police. I understand that this is not limited to conviction information.

Where that information relates to any record of criminal convictions I might have, I understand that it will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

**Vetting can only be carried out with the consent of the applicants, as evidenced by the signature and date as follows:**

Signed................................................................ Date......................................................................