



POSITION: Administrator

REPORTS TO: Chief of Operations & Strategy

DIRECT REPORTS: Nil

LIGHTFOOT'S ORGANISATIONAL VALUES

| Equity | Kaitiakitanga | Global Responsibility | Community | Cumulative Action |
|---|--|--|--|------------------------------------|
| Everyone should be able to access active travel options | Kaitiaki of this district should ensure it is healthy for future generations | Local actions protect the global environment | Connected people live, work & play better together | Many small steps create big change |

PURPOSE

This role provides general office administration and project support for the Leadership Team. It also assists with the maintenance of complete and accurate financial information, including debtor and creditor ledgers and timely preparation of financial reports.

KEY TASKS

Administrative

- Provide support for the Leadership Team, assisting them with adhoc requests for general administration, help on projects, organising/making arrangements, communication, proof reading, and research;
- Act as minute-taker to the Board of Trustees;
- Liaise and communicate with internal and external stakeholders;
- Assist the Leadership Team in planning, setting up, collating and distributing information required for monthly meetings, projects, events or other activities;
- Order stationery and/or other items for the organisation;
- Assist with booking of travel / accommodation / facility requirements;
- Maintain booking and scheduling documents to assist project management;
- Work with the Leadership Team to provide ideas and systems support for our Active Travel initiatives.

Financial

- File accounting records and source documents, and ensure records are stored/archived for required statutory time frames;
- Assist with the creditors and debtors' functions to ensure the maintenance of complete and accurate creditor and debtor ledgers;
- Prepare adhoc financial analysis and reports for internal and external use as required;
- As required set up and approve payments or account transfers in banking or financial management software, to enable the timely payment of invoices, payroll and other amounts, ensuring the amount being paid is accurate and appropriately authorised;

Health and Safety

- Read and abide by the health and safety responsibilities, policies and procedures in the Employee handbook;
- Take responsibility for ensuring a safe workplace for yourself and others;
- Ensure you wear PPE (if necessary for any of your duties) and encourage others to do so;
- Ensure you provide timely reporting and recording of any workplace incidents or near misses, and/or signs of early pain or discomfort;
- Supervise any visitors or contractors if they are working within your workspace or on a project site.

PERSON PROFILE

- Previous experience in office administration, finance/accounts or a PA/EA role
- Able to effectively manage the administration requirements for the organisation, including processing of basic financials
- A strong and clear communicator with polished, accurate presentation skills
- Skilled at relationship building across a broad range of groups and individuals, including working confidently with senior staff within and beyond the organisation
- Ability to work in a dynamic, time constrained environment at pace, with composure and professionalism
- Able to work autonomously and as part of a team, pre-empting what's required and maintaining a strategic lens on the work you do
- Friendly, approachable and able to engage others in Lightfoot's story
- Adept at operating in a digital environment, maximising Microsoft Office, Xero and GSuite.
- Experience with basic design programmes or managing social media channels (advantageous).
- Experience working with Boards or Committees and senior managers including preparing agendas, board papers, minutes and correspondence (advantageous).

KEY RELATIONSHIPS

- Internal – Board of Trustees, Management, staff and volunteers of The Lightfoot Initiative
- External – Senior leaders of external organisations, guests, suppliers, contractors, customers

AUTHORITIES

- Financial No operating expenditure without approval
 No capital or project expenditure without approval
- Contracts No authority to enter into contracts on behalf of the company
- Staff No staff management authority

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment and organisational needs.