

Job Description: Finance Administrator

POSITION DETAILS

Title	Finance Administrator
Reports to	Finance & Membership Manager
Location	Own home office
Role Type	Part-time-contract position
Contract Period	3 February 2025 – 19 December 2025

BACKGROUND

The New Zealand Choral Federation Inc (NZCF) is a non-profit, incorporated organisation. Its central purpose is to promote the performance, creation and enjoyment of choral music in Aotearoa, New Zealand. Formed in 1985, the Federation now represents the interests of over 20,000 members drawn from individual memberships and more than 500 chamber, community, church, school and special interest choirs. Membership of NZCF is grouped in ten regions that cover the whole country from far north to deep south and includes the vast majority of New Zealand's choirs and choral practitioners.

The NZCF Governance Board employs a full-time Chief Executive, a full-time Events Manager, a part-time Finance & Membership Manager, a full-time Communications Administrator, and a part-time Fundraising Manager. A National Advisory Committee and Regional Events Managers support and promote NZCF's regional activities and muster an army of volunteers in each region to ensure their successful delivery.

MISSION

NZCF's vision is "New Zealand as a singing nation". NZCF aims to foster participation in choral singing and to increase its quality by:

- providing a structure for choral professionals to improve their own skills and assist others
- working with choirs and other arts organisations to stimulate excellence and achievement
- producing a range of events and educational opportunities designed to meet the needs of diverse choral groups of all types and ages
- encouraging the next generation of singers by being active in schools
- identifying the next generation of choral conductors and providing opportunities for training
- helping New Zealand choral composers to have their music performed here and overseas
- offering member choirs access to skilled clinicians and national/international events

PURPOSE OF THE ROLE

The key purpose of this role is to support the Finance and Membership Manager in providing financial and membership services to NZCF. This includes data entry (accounts payable, accounts receivable), reporting, answering queries, and supporting the maintenance of the CRM database.

Additional responsibilities may be added as you grow into the role.

KEY RELATIONSHIPS

This position will report to the Finance and Membership Manager.

Other relationships will be with the Chief Executive, NZCF Events Manager, NZCF Funding Coordinator, as well as Regional Events Coordinators across the 10 regions.

HOURS OF WORK

This is a part time role of 10-15 hours per week, to be largely worked within standard office hours. However, occasional evening or weekend work may be required where meetings and events are scheduled outside of office hours.

RESPONSIBILITIES

- Accounts Payable – code invoices, obtain proper approvals, enter transactions into Xero, and prepare batch payments
- Bank Reconciliation – assist with keeping the bank statements reconciled
- Reporting - assist with the preparation of quarterly Governance Board reporting and Annual Financial Statements
- Process event registration and membership forms in the CRM, and create the associated invoice in Xero
- Assist with the follow up of unpaid memberships
- Other activities as required by the Finance and Membership Manager or Chief Executive.

EXPERIENCE

- Previous work experience as an Accounts Administrator or similar role
- Solid data entry skills with an ability to identify errors
- Experience and proficiency with accounting software (preferably Xero)

ATTRIBUTES

- High level of accuracy and attention to detail
- Keen focus on meeting deadlines
- Good written and verbal communication skills
- High degree of computer literacy
- Strong customer focus orientation
- High level of personal integrity
- Initiative and willingness to contribute wherever is needed as a member of a small, dispersed team
- Self discipline to work effectively from home