

# TE RŪNANGA O NGĀTI TAMA

<b>Position:</b>	Office and Accounts Administrator
<b>Reporting to:</b>	Te Pou Ārahi, Manager
<b>Nature and term</b>	4 or 5 days per week (32 - 37.5hrs)
<b>Key relationships:</b>	The Manager, Board Trustees, iwi members and other local iwi organisations, MTM Alliance and contractors, Waka Kotahi NZ Transport Agency and other central and local government bodies and agencies.
<b>Location:</b>	Bell Block, New Plymouth, Taranaki
<p><b>Purpose</b> The Office and Accounts Administrator has a pivotal role in assisting the Manager to ensure the office and board are able to operate efficiently and effectively.</p> <p>The responsibilities of the Office and Accounts Administrator include efficient administration of financial systems and contracts, responding to emails and enquiries, compiling reports and documents, maintaining records, note-taking at meetings, helping with online channels and providing hospitality to our guests. This is a varied role that will draw on your organisational and relationship management skills.</p> <p>Applicants must have New Zealand residency or a valid NZ work visa.</p> <p><b>Te Rūnanga o Ngāti Tama</b></p> <p>Te Rūnanga o Ngāti Tama is the mandated authority for Ngāti Tama, the most northern of the eight iwi of Taranaki.</p> <p>The overarching vision is to connect our people to opportunities to equip them to create an enduring legacy that we can all be proud of for generations to come, and to realise our potential to become a Ngāti Tama that is culturally strong, socially cohesive, and economically sustainable.</p> <p>Te Rūnanga comprises of Te Pou Ārahi – the manager, and the board of trustees, who are elected every three years by registered members. This role will support Te Pou Ārahi to progress significant developments and the strategic plan of Te Rūnanga o Ngāti Tama.</p>	

## Administrator Job Description

### Our Vision

Tuia mai ko Tama Taiao, ko Tama Taiora, ko Tama Taitangata  
Ngāti Tama culturally strong, socially cohesive, and economically sustainable.

### Our Strategy

**NGĀTI TAMA CULTURALLY STRONG, SOCIALLY COHESIVE AND ECONOMICALLY SUSTAINABLE  
TUIA MAI KO TAMA TAIAO, KO TAMA TAIORA, KO TAMA TAITANGATA**

<p><b>Ngāti Tamatanga</b></p>  <p>Strengthening our cultural identity and connection to our Ngāti Tamatanga, building confidence in our identity and enabling access to resources and kaupapa to support this.</p>	<p><b>Taiao</b></p>  <p>Empowering Ngāti Tama to develop capacity to lead environmental management of Ngāti Tama rohe and become national leaders of environmental management. Enhancing and protecting the wellbeing of our taiao and whānau through nurturing a strong connection between uri and our whenua, our awa and our moana.</p>	<p><b>Taitangata</b></p>  <p>Enabling Ngāti Tama dynamism. Growing the confidence and motivation of whānau and uri to self-determine. Supporting uri and whānau to achieve their own aspirations by equipping them with the necessary skills, knowledge, and experience to reach their potential and navigate life confidently.</p>	<p><b>Ngā kahakaha o Poutama Whiria</b></p>  <p>Ensuring that the voice and influence of Ngāti Tama is actively maintained and partnering with others to increase and enhance Ngāti Tama influence.</p>	<p><b>Whakamoua te puru</b></p>  <p>Enhance and grow our operational effectiveness and efficiencies in order to operate in a sustainable manner. Having the organisational capacity and capability to execute and implement the Strategic Plan.</p>
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As the successful candidate you will have:

- Previous experience in office administration, coordination and/or a PA/EA role
- Experience in working with boards or committees and senior managers (advantageous)
- Experience in preparing agendas, board papers, minutes and correspondence
- Experience in working with administrative systems including financial management
- Strong relationship building skills across a broad range of groups and individuals
- Effective verbal and written communication skills
- The ability to work autonomously and as part of a team
- Commitment to providing an excellent client-oriented service

- High personal integrity and the ability to maintain appropriate confidentiality
- Disciplined time management skills and able to work to deadlines
- Strong computer skills in Microsoft Office, particularly Word, Excel and PowerPoint
- Strong numerical skills
- Ideally, experience of working in a kaupapa Māori context

You must also have New Zealand residency or a valid NZ work visa.

<b>Areas of work</b>	<b>Key accountabilities</b>
<b>Board and management support</b>	<ul style="list-style-type: none"> <li>• Assists the Manager to organise meetings, provide minute taking and co-ordinate event tasks. This includes meetings with the membership.</li> <li>• Helps to establish and maintain administration processes to assist the Board to operate efficiently and effectively.               <ul style="list-style-type: none"> <li>• Co-ordinates TRoNT's Annual General Meetings ensuring the necessary documentation is completed and organises the AGM event.</li> </ul> </li> <li>• Helps with other event management including booking venues and arranging caterers.</li> </ul>
<b>Contract and accounts</b>	<ul style="list-style-type: none"> <li>• Assists the Manager to prepare monthly financial reports</li> <li>• Administers contractors' timesheets and invoices and prepares claims for approval</li> <li>• Administers staff payroll and leave scheduling.</li> <li>• Administers Accounts Payable and Accounts Receivable processes, reconciling statements and following up on invoices.</li> <li>• Generates accurate customer invoices for projects and services.</li> <li>• Manages Purchase Orders and receipts, ensuring accuracy and timely processing.</li> <li>• Assists the Manager to organise the annual financial audit (working with the Board's Accountant)</li> <li>• Assists with onboarding new staff members</li> <li>• <b>Contract Administration</b> <ul style="list-style-type: none"> <li>• Prepares and monitors contracts for services.</li> <li>• Maintains a contract register.</li> </ul> </li> </ul>

<b>Areas of work</b>	<b>Key accountabilities</b>
<b>Policy Administration</b>	Responsible for the administration of TRoNT's policies, including: <ul style="list-style-type: none"> <li>• developing (as required) and implementing, policies and procedures to ensure the board complies with its statutory and Trust deed obligations</li> <li>• maintaining the register of policies</li> <li>• coordinating the policy review schedule and providing support for policy owners to complete policy reviews on time.</li> </ul>
<b>TroNT Sub-committees</b>	Provides administrative support for TRoNT's subcommittees (e.g., Te Rōpu Tiaki), as required. <p>This includes:</p> <ul style="list-style-type: none"> <li>• minute-taking and administrating any SharePoint sites.</li> <li>• Assisting the committee chair to prepare the meeting agenda and monitor the budget, as required.</li> </ul>
<b>Communications and relationship management</b>	<ul style="list-style-type: none"> <li>• Assists the Manager and Board to communicate with the iwi, as required.</li> <li>• Assists with TRoNT's Facebook Page.</li> </ul>
<b>Special projects</b>	<ul style="list-style-type: none"> <li>• Contributes to and supports special projects as required.</li> </ul>