



Position Description Administration Person

Report to: Principal, Teachers, Board of Trustees
Hours: Part time, Permanent 10 hours per week
Responsibilities
<i>Reception</i>
Be the first point of contact for parents, contractors and community members during work hours.
<i>Financial systems</i>
Receive, receipt and deposit payments.
Code accounts for payment.
Check goods received against invoices.
Prepare a monthly financial spreadsheet for the BOT showing income/expenditure against the approved budget.
Prepare GST reports and payment 6 monthly and send to IRD.
Prepare documentation for Annual Report
Keep MYOB software up to date.
In consultation with the Principal, complete weekly timesheets and variations in NOVO Pay.
In consultation with the Principal, print, check and correct NOVO Pay SUE and Banked Staffing reports.
<i>Administrative functions</i>
Manage online enrolments on EDGE and ENROL.
Input and maintain pupil file information.
Send out notifications to Parents/Caregivers.
Office Management
Purchase and maintain stationery supplies
Maintain first aid kits
Issue invoices to parents
Assist in compiling consent forms
Photocopy administrative and BOT documents