

**Manawa nui**  
We reach out and welcome in

**Manawa roa**  
We learn and achieve together

**Manawa ora**  
We strengthen and grow the whole person

## Accounts Administrator

### Kaupapa | Purpose

The Accounts Administrator is part of the Toi Ohomai finance team and will provide accurate and timely accounting inputs and support to the Finance team.

**Reports to:** Accountant

**Team:** Finance

**Date:** September 2023

### Tō mātou tirohanga roa | Our vision

Whakairohia he toki, tāraia te anamata | Learning with purpose, creating our futures

### Tō Mātou Pūtake | Our purpose

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

### Ā mātou tino whāinga mātauranga | Our educational priorities

**We have five educational priorities. They support us to meet our legislative requirements, and will guide our work over the next few years:**

- A relentless focus on equity and ensuring participation – we honour and uphold Te Tiriti o Waitangi in all we do.
- Delivering customised learning approaches that meet the needs of learners and trainees wherever they are.
- Using our size and scale to strengthen the quality and range of education delivery throughout Aotearoa. Excellence in educational provision for all.
- Services that meet the specific regional needs of employers and communities.
- Transition educational services in a smooth and efficient manner.

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## Ngā mahi | Do

The Accounts Administrator is part of the Toi Ohomai finance team with responsibility for

- Assisting ākonga and kaimahi with fees payments and cash and eftpos related transactions
- Processing inwards receipts to the main bank account
- Security of cash and vouchers
- Proactively working with the datacentre and other departments to ensure prompt refunds of fees, invoicing of miscellaneous charges and collection of fees
- Assisting with journal entries, reconciliations and scholarships

**At Te Pūkenga, all roles hold collective responsibility for delivery of our Te Pūkenga competencies. As it applies to this position you are required to give effect to:**

**Te Tiriti o Waitangi.** Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

**Ākonga at the Centre.** Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

**Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacifica and disabled ākonga and their whānau.

**Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.

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## Pūkenga | Have

A tertiary qualification of at least diploma level in Accountancy

Good working knowledge of GST

Proficient keyboard skills

The capacity to learn and develop new abilities and welcome challenges

A flexible outlook and an ability to prioritise workloads, exercise initiative, work without close supervision and achieve deadlines

Good interpersonal, customer service and communication skills and a pleasant approachable and helpful manner

A quick learner with attention to detail

Experience working as part of a successful team and evidence of being a team player.

Excellent written and oral communication skills

Ability to maintain complete, tidy and accurate records.

Scrupulous honesty, confidentiality and integrity

Excellent organisational and time management skills

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## Waiaro | Be

**Authentic and Inclusive:** Promote an environment of inclusion and authenticity, where all contributions are valued, and teammates feel safe to take risks and be vulnerable. Be courageous and pioneering in your intent to disrupt inequities for all, including Māori, Pacifica and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

**Connected:** Integrate waiaro-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace Te Pae Māhutonga, and the interconnectedness of environmental, social, economic and cultural wellbeing.

**Collective:** Seek progress over perfection, moving forward with aroha, empathy and persistence in the pursuit of our collective goals. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Te Pūkenga, employers, ākongā and their whānau.

**Inner strength:** Navigate yourself, and lead others through change and uncharted territory with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader. Draw energy from our Te Pūkenga purpose and your own personal purpose to move forward in our collective mahi.

**Ako:** Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākongā and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

**Mana tāngata:** Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.

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## Ngā Hononga Mahi | Working relationships

### Functional Relationships

**Internal:** Finance team, Leadership Team, Managers, ākongā and kaimahi

**External:** Government Departments, Other ITPs. training providers, universities, schools, Strategic partners, External auditors, Internal auditor, Iwi, Banks, lenders and other financial institutions. Legal Advisors, Debtors and Creditors

### Resource delegations and responsibilities:

Nil