



## POSITION DESCRIPTION EXECUTIVE ASSISTANT

<b>Values and Guiding Principles</b>	<p>Manaakitanga - generosity, contributing and caring, behaviour that gives more than it demands or takes</p> <p>Whānaungatanga – pride and dignity in our relationships</p> <p>Kaitiakitanga – the responsibility of guardianship and stewardship</p> <p>Pūmau – unity and commitment</p> <p>Āta Kitenga – Transparency, accountability, and communication</p> <p>Tika – fairness</p> <p>Pono – Honesty and openness</p> <p>Tino Rangatiratanga – self determination</p>
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### ***Purpose:***

To assist with a wide range of activities required to support the effective functioning of Te Ātiawa o Te Waka-a-Māui Trust CEO’s Office in Waikawa, Picton.

This is an appointment at a senior level encompassing a number of functions.

### ***Principal Accountabilities***

#### **Office Administration:**

- Provide administrative support for the CEO as required including word processing, data management, database creation and manipulation and attending to routine correspondence and filing
- Assist and coordinate tasks with CEO
- Interact and assist where necessary Office Administrator
- Liaise between Trust Board and CEO pertaining to matters such as Trust Board meetings/training
- Manage all travel and accommodation arrangements for CEO, Trustees and Commercial Board
- Record minutes at all Trust and Commercial Board meetings
- Collate and produce all Trust Board documentation for monthly meetings
- Collate and produce (together with Office Administrator) the AGM documentation
- Liaise and assist with providers such as Auditors/Accountants/Lawyers
- Liaise with our Marae to ensure open communication

### Financial Administration:

- Ensure Debtors and Creditors are recorded properly and all monies are paid
- Financial modelling
- Assist to ensure our Strategic Investment Plan is properly executed
- Collate and be responsible for producing the Group Budget with inputs from all Departments
- Track all expenditure against Budget for all entities and produce the required reports
- Cash flow modelling/projections

### Person Specifications:

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Tertiary training in Administration and Business Computing</li><li>• MYOB certification/qualification</li><li>• Tertiary training &amp; qualification in Finance and Accounting</li><li>• Experience in compiling and setting Budgets</li><li>• Desktop Publishing</li><li>• Microsoft Office Suite certification [advanced]</li><li>• Te reo Māori is an advantage</li><li>• Registered Te Ātiawa member preferred</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Administration experience</li><li>• Accounting experience, especially Debtors and Creditors and Bank Reconciliations to a high level</li><li>• Computer literate with advanced experience and qualifications in Word, Excel and PowerPoint [advanced]</li><li>• Database creation and administration</li><li>• Accurate typing</li><li>• Shorthand</li><li>• Good numerical skills</li><li>• Excellent communication skills with the ability to liaise with a wide range of people</li><li>• Financial modelling</li><li>• Budgeting for a medium to large company</li><li>• Writing Skills</li><li>• Experience in manaakitanga</li><li>• Experience of and skills in Social Media</li></ul>

## **Knowledge, Skills and Attributes**

- Good sense of humour
- Friendly, stable personality
- Openness to Māori culture and language
- Excellent personal presentation
- High energy levels
- Well organised
- Able to work unsupervised
- Proactive attitude, exercising initiative
- Willingness to learn
- Adaptable and open to change
- Able to handle pressure
- Conscientious
- Team player
- Has the ability to multitask
- Excellent oral and written communication and presentation skills
- An appreciation for Kaupapa Māori environments and a willingness to learn Te Ātiawatanga Tikanga and Kawa
- Knowledge of organisational and commercial governance
- Must possess NZ driver's license
- Confident in using their initiative
- Need to be open to upskilling

## **Drug Testing**

- The successful applicant will be required to undergo a successful (negative) test

## **References**

- At least two (recent) references from previous employers will be required to substantiate the criteria as listed above

## **After Hours**

Some after-hours duties will be required

## TASKS

- **KEEP ALL FILING AND CORRESPONDENCE UP TO DATE**
- **ALL ARRANGEMENTS FOR TRUST AND COMMERCIAL BOARD AND CEO SUCH AS TRAVEL, ACCOMMODATION, TRAINING AND ATTENDANCE AT VARIOUS HUI**
- **ASSIST WITH BUDGET, AGM, AUDIT PROCESS**
- **PRODUCE TRUST BOARD MONTHLY MEETING DOCUMENTATION WITHIN AGREED TIMEFRAMES**
- **ALL MATTERS PERTAINING TO FISHSERVE**
- **ASSIST WITH CASH FLOW PROJECTIONS AND MODELLING**
- **LIAISE WITH ALL OUR MARAE TO ENSURE OPEN COMMUNICATION AND A JOINT PLAN AS PER THE STRATEGIC PLAN**
- **ASSIST CEO WITH TASKS SUCH AS INSURANCE AND HEALTH AND SAFETY**
- **FINANCIAL MODELLING AND ASSISTANCE TO ENSURE THE GROUP MEETS ITS OBLIGATIONS IN TERMS OF THE STRATEGIC INVESTMENT PLAN**
- **ASSIST WITH THE COMMERCIAL BOARD AND ALL ITS FUNCTIONS**
- **LIAISE WITH SUBSIDIARY DIRECTORS AND STAFF**

Interested?

Closing date for applications is no later than 2<sup>nd</sup> March 2018.

Please forward a CV, two referees from your most recent jobs and cover letter addressing the selection criteria to: -

[office@teatiawatrust.co.nz](mailto:office@teatiawatrust.co.nz)

or 03 03 573 5170 or 0800 284 292 for further information.