

# Job Description



Position		Terms of employment	Responsible to
Accounts Payable Administrator		Support Staff in Schools Collective Agreement	Finance Manager / Office Manager
Central Beliefs			
<ul style="list-style-type: none"> <li>The Lincoln tikanga: Let's be Respectful, reliable, supportive and resilient underpin all we do.</li> <li>We are all Lifelong Learners (Everyone is capable of learning)</li> <li>We are committed to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand</li> </ul>			
Employment Status			
<ul style="list-style-type: none"> <li>Permanent, part time (27.5 hours per week), school term time plus 10 days (by mutual agreement)</li> </ul>			
Key Descriptors of an Effective Accounts Payable Administrator at Lincoln High School			
Professional Responsibilities	<b>Finance</b> <ul style="list-style-type: none"> <li>Set-up the approval workflow in ApprovalMax for the payment of invoices and staff claims</li> <li>Process invoices &amp; staff claims in Hubdoc and send them to budget holders through ApprovalMax</li> <li>Process payment batches in Xero</li> <li>Review the suppliers' statement of accounts and liase with the budget holders on the invoice payment</li> <li>Process refunds of fees in Stripe paid through Shopify, Sporty and other payment platforms.</li> <li>Review and update suppliers' details and bank accounts</li> <li>Liase with the International Director regarding homestay payments</li> <li>Process journals for the use of school van</li> <li>Process the journals for the photocopying cost in Xero and top up in PaperCut</li> <li>Process the journals for the recovery of teacher relief salary</li> <li>Print transaction reports for HOD's</li> <li>Liaise with budget holders for bank verification</li> <li>Assist the Finance Manager as required</li> </ul>		

	<b>General Administration</b> <ul style="list-style-type: none"> <li>• Sick Bay - First Aid Duties.</li> <li>• Assist with phones, front reception and student reception as required.</li> <li>• Management and distribution of keys to staff and relievers.</li> <li>• Assist other Administration Team members as required, particularly at times of absences.</li> <li>• Any other tasks as reasonably requested by the Principal, SLT or the Office Manager.</li> </ul>	
Content Knowledge	<ul style="list-style-type: none"> <li>• Demonstrates a high level of understanding pertinent to areas of responsibility.</li> </ul>	
Building Learning Capacity Life Long Learning	<ul style="list-style-type: none"> <li>• To attend professional development and training courses as provided or funded by school.</li> <li>• To actively engage in learning new skills and gain new knowledge pertinent to areas of responsibility.</li> </ul>	
Relationships Community	<p><b>To establish a positive working relationship with pupils, teachers and colleagues</b></p> <ul style="list-style-type: none"> <li>• Establishes and maintains supportive and co-operative working relationships with colleagues and values the contribution all staff make to the efficient operation of Lincoln High School.</li> <li>• Maintains positive interaction with all stakeholders.</li> </ul> <p><b>To maintain confidentiality in communications</b></p> <ul style="list-style-type: none"> <li>• Maintains confidentiality at all times.</li> <li>• Communicates issues or concerns relating to employment to Principal.</li> </ul>	
<p>Signed (Employee): _____ Date: _____</p> <p>Signed (Principal): _____ Date: _____</p>		