

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"> The Lincoln tikanga: Let's be Respectful, reliable, supportive and resilient underpin all we do. We are all Lifelong Learners (Everyone is capable of learning) We are committed to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand 			
Employment Status			
<ul style="list-style-type: none"> Temporary position, (16 July to 10 December 2025), part time (27.5 hours per week) 			
Key Descriptors of an Effective Accounts Payable Administrator at Lincoln High School			
Professional Responsibilities	Finance <ul style="list-style-type: none"> Set-up approval workflow in the system. Process payments of suppliers' invoices and staff claims. Review the supplier statement and reconcile with the ledger. Review and update the approved list of suppliers in the system. Liaise with the budget holder on bank verification, and bank details update. Liaise with the International Director on homestay payment. Process the journals of the van usage, photocopying, and recovery of teacher relief cost. Process and liaise with the ICT on the printing top up. Print transaction ledgers as needed. Assist the Finance Manager as required. General Administration <ul style="list-style-type: none"> Sick Bay - First Aid Duties. Assist with phones, front reception and student reception as required. 		

	<ul style="list-style-type: none"> • Assist other Administration Team members as required, particularly at times of absences. • Any other tasks as reasonably requested by the Principal, SLT or the Office Manager. 	
Content Knowledge	<ul style="list-style-type: none"> • Demonstrates a high level of understanding pertinent to areas of responsibility. • The personal development in using ICT's is essential as the tools are used widely throughout the school 	
Building Learning Capacity Life Long Learning	<ul style="list-style-type: none"> • To attend professional development and training courses as provided or funded by school. • To actively engage in learning new skills and gain new knowledge pertinent to areas of responsibility. 	
Relationships Community	<p>To establish a positive working relationship with pupils, teachers and colleagues</p> <ul style="list-style-type: none"> • 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. • Maintains positive interaction with all stakeholders. <p>To maintain confidentiality in communications</p> <ul style="list-style-type: none"> • Maintains confidentiality at all times. • Communicates issues or concerns relating to employment to Principal. 	
<p>Signed (Employee): _____ Date: _____</p> <p>Signed (Principal): _____ Date: _____</p>		