

# 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>Temporary position, cover 5 weeks (1<sup>st</sup> May to 4<sup>th</sup> June 2025), part time (27.5 hours per week)</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 approval workflow in the system.</li> <li>Process payments of suppliers' invoices and staff claims.</li> <li>Review the supplier statement and reconcile with the ledger.</li> <li>Review and update the approved list of suppliers in the system.</li> <li>Liaise with the budget holder on bank verification, and bank details update.</li> <li>Liaise with the International Director on homestay payment.</li> <li>Process the journals of the van usage, photocopying, and recovery of teacher relief cost.</li> <li>Process and liaise with the ICT on the printing top up.</li> <li>Print transaction ledgers as needed.</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> </ul>		

	<ul style="list-style-type: none"> <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> <li>• The personal development in using ICT's is essential as the tools are used widely throughout the school</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>		