
Responsible to: Business Support Manager

- The people you support
- Team Leader / Service Manager

Responsible for:

- Meeting the Vision, Mission and Values of CCT
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CCT VISION

A world that truly values and celebrates diversity

CCT MISSION

Working in Partnership to enable great lives

CCT VALUES

Respect - Reliability - Transparency - Responsiveness

SCOPE

Community Care Trust works in partnership with adults and youth who need support in their lives to achieve their goals. Regardless of your position, it's possible you may come into contact with youth. Community Care Trust is strongly committed to safeguarding children and expects all staff to conduct themselves accordingly.

Every employee's work will reflect CCT values, the intention of the New Zealand Disability Strategy and the United Nations Conventions on Rights of Persons with Disabilities and the Rights of a Child.

PERFORMANCE MEASURES

Performance will be appraised against the accountabilities and outcomes on this document and specific performance measures as negotiated.

Position Description:

Accounts Payable & Payroll Administrator

1. General Duties

KEY ACCOUNTABILITIES	EXPECTED OUTCOMES
- CCT Payroll - Payroll training- to payroll, in their absence this is HR Administrator - ISM Maintenance - Payroll reports - Training & Travel	- Payroll is managed within the timeframes ensuring payroll it on time - HR are up to date with any payroll changes and are fully trained to be able to run payroll - ISM is up to date with all staff changes to ensure staff are paid correctly - All reports are completed and available as required, including IRD and PAYE - Completes all booking for training and travel as required

Accounts

KEY ACCOUNTABILITIES	EXPECTED OUTCOMES
- Creditors - Reconciliation - Payable	- All creditor invoices are processed in xero and scheduled for payment as required - Ensures all MasterCard and bank statements are reconciled - Accounts are processed and paid on time

Other Duties

KEY ACCOUNTABILITIES	EXPECTED OUTCOMES
Undertakes all other requests from the Senior Management Team that are a reasonable expectation of this job.	Requests are professionally, timely and accurately responded to.

2. Professionalism

CCT Policy and Procedures

- Adheres to CCT Policy and Procedures at all times

Conduct

- Acts professionally and respectfully in a manner that enhances the reputation of CCT

Confidentiality

- Acknowledges and respects the trust that has been placed in them and maintains confidentiality of people we support and staff at all times

Documentation

- Completes all documentation requirements of the role in a timely and professional manner

3. Professional and Personal Development

Supervision / Self care

- Attends supervision every three months and uses systems in place to address any issues. Self-reporting of any personal difficulties in the work place or stress that may impact on ability to perform.

Training

- Completes Competency Based Training and identifies and attends other relevant training as per CCT requirements

Team Hui

- Attends the required number of team meetings and actively participates

Professional Development

- Meets with manager every three months for Quarterly Review Meeting. Sets annual professional and personal goals in meetings and reports on progress.

4. Other Duties

Other Requests

- Undertakes all other requests from Management that are a reasonable expectation of the role. Requests are professionally, timely and accurately responded to.

PERSON SPECIFICATION

HEALTH AND SAFETY

Everyone is expected to share CCT's commitment to avoid any incidents which may cause injury, property damage or loss of any kind. Each employee is expected to play a responsive and vital role in maintaining a safe and happy work place.

Under the Health and Safety at Work Act 2015 every employee shall take practicable steps to ensure:

- Their own safety, the safety of other staff and of any visitors
- That no action or inaction of the employee while at work causes harm to themselves or to any other person.
- That any hazards or injuries are reported and any suggestions for improvements in Health and Safety are passed on to their manager.

RELATIONSHIPS

INTERNAL

- People who receive services from CCT
- Chief Executive
- Senior Leadership Team
- Service Managers
- Behaviour Specialist Team
- CCT Support Workers / Key Workers
- Administration staff

EXTERNAL

- Parents, families/whanau and advocates of people receiving support
- Community networks/links
- Oranga Tamariki
- Public and Primary Health services
- Health promotion agencies
- Funding Agencies

CAPABILITIES EXPECTED OF ALL STAFF

Service Delivery	• Develop positive internal and external relationships, which are responsive to people's requirements. Be professional and take responsibility for outcomes.
Quality Outcomes	• Operate always with integrity and maintain high personal, legislative and professional standards.
Personal Effectiveness	• Sets personal goals, is adaptable to change and shifting priorities, communicates effectively, pursues personal development, undertakes 'on track chats' and performance appraisal, thinks on his/her feet and gets things done.
Self Management	• Takes responsibility for self and is accountable for positive workplace behaviour; is highly organised, plans and prioritises work sets realistic timeframes, meets timeframes or communicates in timely manner if timeframes cannot be met. Constantly works to improve processes.
Teamwork	• Positively contributes to team, respecting colleagues, honouring diversity, communicating effectively and collaborating to achieve shared goals. Deals with all team issues in a timely, positive and professional manner.
Leadership	• Exercises personal leadership by communicating effectively, contributing to team and sharing decision making, role modeling and building on team members strengths.
Treaty of Waitangi	• Understands individual and collective responsibilities of the Treaty.

DECLARATION

I, _____ have read and understand this position description, am aware of the responsibilities, requirements and duties of the role and accept this position.

Employee Signature:

Date:

Managers Name:

Managers Signature:

Date: