



**Big Brothers Big Sisters**  
of Christchurch

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## **Administrator**

**EMPLOYER:** Big Brothers Big Sisters of Christchurch

**POSITION TITLE:** Administrator

**HOURS:** 12-16 hours per week to be negotiated

**REPORTS TO:** Manager

**FUNCTIONAL  
RELATIONSHIPS:** Staff, Funders

**DATE WRITTEN:** November 2018

## Principal Objectives of the Position

Wider mission: To build resilience into young people so they may reach their potential.

To support the Business Development Manager to raise funds for the Christchurch operations and to ensure the smooth running of the Christchurch office.

To be responsible for financial tasks and office management.

The Administrator is responsible to the Assistant Manager and will fulfil tasks as determined by them.

	KEY TASKS		OUTCOMES
<b>1.</b>	<b>Office Management</b>	<b>1.</b>	<b>Office Management</b>
1.1	Mail – check post box. Process all incoming and outgoing mail	1.1	All ingoing and outgoing mail processed
1.2	Database – Assist with keeping volunteer database up to date	1.2	Database up to date
1.3	Office Management: Keep all office supplies (including milk, tea coffee etc) maintained	1.3	Coordinator staff able to operate efficiently
1.4	Have lead email address and field all email enquiries during working hours	1.4	All emails received, forwarded and responded to as appropriate
1.5	Staff Meetings – attend and keep minutes	1.5	Minutes kept, staff informed of actions required.
<b>2.</b>	<b>Fundraising</b>	<b>2.</b>	<b>Fundraising</b>
2.1	Assist in managing the <b>Funding Database</b> and keeping it up to date: Helping to notify of key deadlines and when accountabilities are due	2.1	The database of funding applications is kept up to date, all funding and accountability deadlines are met
2.3	Where required, seek Board approval to apply for funds	2.3	Board approval gained
2.4	As required by Business Development Manager - prepare funding applications and keep records/copies of applications	2.4	Applications completed and tracked using the Funding Checklist and specific documents required by individual funders Applications in by due dates
2.5	Complete grant accountability reports as required		Grant accountabilities are submitted when due
<b>3.</b>	<b>Extras</b>	<b>3.</b>	<b>Extras</b>
3.1	Help with logistics for info sessions and volunteering training, including booking of rooms, food and beverage supplies, taking RSVPs etc  As required assist with logistics of Match events.	3.1	Events managed and run smoothly
3.2	Assist the Business Development Manager in the development and maintenance of 1/4 yearly newsletter and publications	3.2	Publications drafted, signed off and printed

<b>4.</b>	<b>Financial</b>	<b>4.</b>	<b>Financial</b>
4.1	Pay accounts and receive income	4.1	Payments made on time and receipts sent where appropriate, using finance procedure
4.2	Data input – Input all transactions into MYOB, code according to appropriate codes and jobs, complete bank reconciliations	4.2	All transactions inputted accurately into MYOB each month and bank reconciliations completed  Funding assigned to specific jobs is allocated correctly
4.3	Pay clerk – Tally time sheets and ensure staff salaries paid and IRD paperwork completed	4.3	Staff paid on time and IRD paperwork done by due dates.
4.4	Collect receipts from staff and complete Credit Card Expenditure breakdown and code in MYOB		Credit card expenses are recorded correctly in MYOB
<b>4.</b>	<b>Personal and Professional Development</b>	<b>4.</b>	<b>Personal and Professional Development</b>
4.1	Attend training relevant to all tasks set out in this Job Description	4.1	Ongoing evidence of professional and personal development.
<b>5.</b>	<b>Relationships</b>	<b>5.</b>	<b>Relationships</b>
5.1	Maintain good relationships with Manager and other staff and Trust members.	5.1	Good working relationships are maintained
5.2	Maintain good relationships with Trust Board, especially Chair, Treasurer and Secretary	5.2	Good working relationships are maintained
5.3	Maintain good relationships in the community, especially with potential funding sources	5.3	Good working relationships are maintained
<b>6.</b>	<b>Reporting and Accountability</b>	<b>6.</b>	<b>Reporting and Accountability</b>
6.1	To be accountable to the Manager	6.1	Reports to Manager weekly or as requested
<b>7.</b>	<b>Health and Safety</b>	<b>7.</b>	<b>Health and Safety</b>
7.1	Take all practical steps to ensure personal safety and the safety of others (in particular – risk assessments for outings).	7.1	Safe work practices and equipment at all times.  Appropriate risk assessment and managed carried out.
7.2	Ensure personal work environment is safe and safety equipment is used when required.	7.2	Work environment maintained in safe condition, free of any potential hazards. Safety equipment used.
7.3	Understand and fulfil health and safety responsibilities under the Health and Safety in Employment Act 1992.	7.3	Health and safety responsibilities under the Health and Safety Act understood and fulfilled conscientiously at all times.
7.4	Understand and fulfil statutory requirements as an employee to report hazards, incidents or accidents to supervisors.	7.4	All hazards, incidents or accidents (either observed or experienced) reported within the same working day.
<b>8.</b>	<b>General</b>	<b>8.</b>	<b>General</b>
8.1	Undertake such other related tasks and duties, as may be requested by the Trust Board or Manager from time to time.	8.1	Other related tasks and duties, which may be required from time to time, undertaken co-operatively.