



Te Whare Wānanga
o Awanuiārangi

Job Description

Position Title Accounts Payable Administrator
Team/School: Finance Corporate Registry

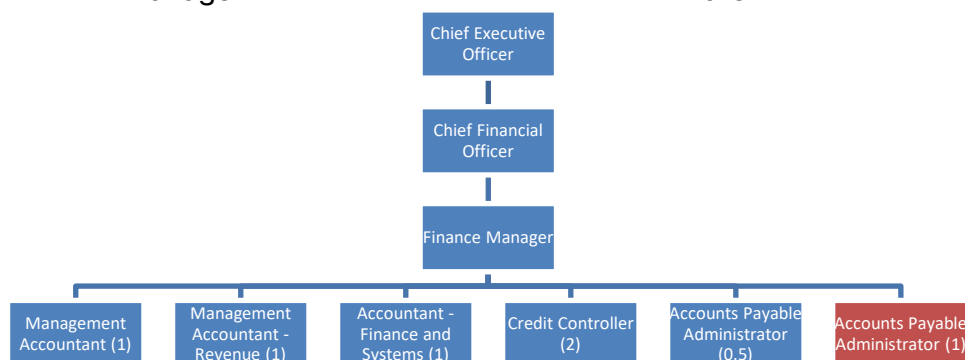
Position Holder
Date July 2026

Reports to Finance Manager
Location Whakatāne

Agreed By (Please Sign) Position Holder

Manager/Team Leader Date

HR Manager Date



STATEMENT

The Wānanga:

- is firmly committed to the principle of equal opportunity for all and recognizes the need to give practical effect to such responsibilities both as an employer and as an educational provider.
- provides a supportive, safe and healthy environment which is conducive to quality teaching, research and community service.
- is committed to providing a workplace free from harassment.

PURPOSE OF POSITION

The purpose of this position is to provide accurate and timely FMIS data entry for accounts payable and general ledger transactions, maintain accounts payable and purchase order procedures and documentation to a high standard, complete balance sheet reconciliations, and ensure the integrity of general ledger transactions.

DIMENSIONS AND AUTHORITIES

Staff: Nil

Financial: Nil

RELATIONSHIPS

Internal:

- Finance Team Members
- CE Office
- Awanuiārangi staff

External:

- Audit NZ
- Suppliers
- Debtors

KEY RESULTS AREAS

The role encompasses the following major functions or Key Result Areas:

1. Accounts payable and purchase orders
2. Administration
3. Relationship building
4. Team and personal effectiveness
5. Effective communication and client focus
6. General requirements of all Wānanga staff

Key Result Areas What am I meant to do?	How do I know I'm successful?
KRA 1: Accounts Payable and Purchase Orders • Processes supplier invoices, staff expense claims and credits, in accordance with policies and procedures. • Batches all invoices for weekly pay run. • Processes sundry creditor payments. • Reconciles outstanding purchase orders report weekly. • Processes returns in accordance with policies and procedures. • Processes invoices received through post and email.	• Departments comply with appropriate processes and procedures. • Suppliers are paid in accordance with trade terms. • Staff expense claims paid in accordance with policies and procedures. • Supplier statements are reconciled monthly. • Sundry creditors are processed accordingly. • Outstanding purchase orders are reconciled monthly. • Returns are processed appropriately

• Resolves queries from suppliers, vendors and staff. • Identify invoices needing further action e.g. Capex Prepayment. • Reconciles vendor statements monthly and ensures outstanding invoices are followed up and accounted for. • Provides training and support for Administrators across the business in Accounts Payable functions and processing in Business Central.	• Invoices received are processed appropriately. • Queries are dealt with in a timely and efficient manner. • Vendor Statements are reconciled and outstanding transactions are followed up and cleared in a timely manner. • Purchase quotes, receipting and other functions carried out across the business are accurate and timely and facilitate accurate Vendor, staff and sundry payments.
KRA 2: Administration • Ensures daily mail is collected, controlled and distributed. • Processes MTA vouchers including distribution, reconciliation and replacement. • Undertakes administrative functions such as ordering office supplies, staff clothes, travel, petty cash, banking etc. • Co-ordinate motor vehicle licensing, BP fuel, insurance claims, infringement notices etc. • Provides support to the Finance Manager as required.	• The administration functions of the Finance office are completed in an accurate, timely and effective manner. • Feedback from the Finance Manager is positive.
KRA 3: Relationship building • Develops and maintains effective relationships across all areas of the organisation to build understanding of operational requirements. • Maintains regular formal and informal contact with employees.	• Effectiveness of relationships is evidence through feedback.
KRA 4: Team and personal effectiveness • Shares knowledge and ideas with wider Finance team. • Provides relief to team members during leave or peak workload. • Documents critical functions within areas of responsibility. • Where appropriate carries out co-ordination duties effectively and efficiently. • Continually updates own knowledge and skills relating to technology, administrative systems and other competencies related to the position.	• Team is supported as required. • Feedback supports good communication is fostered with the team and other staff members. • Work processes are updated on an annual basis. • Professional development and training are undertaken as required.

KRA 5: Effective communication and client focus. • Effective communication channels are established to influence quality thinking internally and externally, advocate across stakeholder organisations, work with agencies and other external organisations to contribute to the Quality Improvement way of working.	• Effective communication with stakeholders. • A strong customer focus is maintained.
KRA 6: General Requirements of all Wānanga Employees • Possess a student-centric work ethic. Actively seek to provide the best possible service to our students; • Promote the Wānanga as a positive and dynamic learning environment; • Strive for high student retention and success. • Meet your obligations under the Health and Safety at Work Act 2015 by. - o Being responsible for maintaining a safe and healthy workplace - o Following health and safety rules, policies and procedures, - o Reporting accidents, injuries and unsafe equipment, practices or conditions - o Taking reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others. • Under the Public Records Act 2005, everyone working within Te Whare Wānanga o Awanuiārangi is responsible for creating and maintaining full and accurate records of the activities of the organisation, carried out within established records management guidelines; • Create and maintain complete and accurate information and records within their domain in approved business information systems and applications in a timely manner as a routine part of their work practice; • Comply with information and records management policies, standards, guidelines, and procedures; • Be culturally aware and uphold EEO in all aspects of work and development; • Participate in the Wānanga appraisal process; • Improve and develop yourself through training and professional development opportunities; • Undertake any other key duties as agreed with your manager.	

The responsibilities and expectations outlined in this job description may after consultation vary from time to time according to the needs of the Team, and the clients of Wānanga. Instructions for any variances will be communicated by the Manager.

Person Specification

Technical/Professional Qualification	
Essential	Desirable
A full, clean driver's licence.	A level 4 certificate relevant to finance, admin, business or computing
Experience	
- Proven experience in accounts payable administration, with a sound understanding of accounts payable procedures and processes. - Accurate financial data entry experience. - Experience with modern FMIS systems.	- Knowledge of tertiary administration. - Demonstrated experience with computerised accounting systems.
Skills and Attributes	
- Competence in using Microsoft Office at an intermediate level - A proven ability to build effective working relationships. - Good communication skills, both oral and written. - Good organisational skills. - Proven team player. - Knowledge of tikanga Māori and the ability to speak te reo Māori at a basic level.	- Intermediate level Te Reo Māori or willingness to upskill as desired. - Evidence of commitment to Iwi community, industry and professional groups.
Competencies	Looks Like
Values Alignment Aligning personal values with organisational values. Modelling commitment to organisational values. Identifying and committing to personal goals, aspirations, and values, and integrates these into practice.	- Examines and clarifies personal values and behaviours. - Communicates and models organisational values. - Uses organisational values in decision-making. - Manages own personal development and learning.
Tauira/Customer Service Proactively develops student/customer relationships by making efforts to listen to and understand the tauira/customer (both internal and external); anticipating and providing solutions to tauira/customer needs; giving high priority to tauira/customer satisfaction.	- Focuses on tauira/customer needs and meets or exceeds their requirements. - Clarifies tauira/customer needs. - Confirms satisfaction. - Listens and empathises. - Develops approaches that provide total solutions for tauira/customers.
Work Standards Setting high goals or standards of performance for self and organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.	- Sets high performance standards. - Emphasises high standards to others. - Shows pride when standards are met. - Shows dissatisfaction with substandard performance.

Attention to Detail Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.	• Clarifies details of tasks. • Completes all details. • Checks outputs for accuracy and completeness. • Follows established procedures. • Maintain checklist to cover details.
Results Orientation Establishing a course of action individually or with a team to accomplish specific goals which are challenging and beyond current expectations. Working with team members to plan their assignments and appropriate allocation of resources. Establishing procedures to analyse and monitor the results of delegations, assignments or projects.	• Sets clear, challenging accountabilities and performance objectives and measure the results. • Commits to action individually, or in the team.
Technical/Professional Knowledge Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping abreast of current developments and trends in area of expertise.	• Understands technical terminology and developments. • Knows how to apply a technical skill or procedure. • Knows when to apply a technical skill or procedure. • Performs complex tasks in area of expertise.
Teamwork/Collaboration Building and participating in effective teams to accomplish organisational goals. Understanding the importance of collaboration and shared values in creating a high-performance environment. Understanding teams are to drive for better results and enhanced performance; teamwork is as important as teams.	• Contributes to team development, shares ideas and achievement of results. • Clarifies roles and responsibilities, and priorities. • Looks to help others. • Supports team decisions and shares accountability within the team. • Works co-operatively and exchanges information freely.

TE WHARE WĀNANGA O AWANUIĀRANGI - VISION, MISSION AND VALUES

VISION

Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga. Whakakīia ngā kete a ngā uri o Awanuiārangi me te iwi Māori whānui ki ngā taonga tuku iho, ki te hōhonutanga me te whānuitanga o te mātauranga kia tū tangata ai rātou i ngā rā e tū mai nei.

Pursue knowledge to the greatest depths and its broadest horizons. To empower the descendants of Awanuiārangi and all Māori to claim and develop their cultural heritage and to broaden and enhance their knowledge base so as to be able to face with confidence and dignity the challenges of the future.

MISSION

Ū tonu mātou ki te whai ki te rapu i te hōhonutanga o te mātauranga kākanorua o Aotearoa, kia taea ai te kī, ko wai anō tātou, me te mōhio ko wai tātou, kia mōhio ai nō hea tātou, me pēhea hoki tātou e anga whakamua.

Parau ana tēnei ara whāinga, hei whakapūmau anō i te tino rangatiratanga, hei taketake ai te ihomatua Māori me ōna tikanga kia ōrite ai te matū ki ngā mātauranga kē.

Koia rā ka tū pākari ai, tū kotahi ai hoki me ngā iwi o te ao tūroa. Koia nei te ia o te moemoeā me ngā tūmanako o Te Whare Wānanga o Awanuiārangi.

Haere mai... Me haere tahi tāua.

We commit ourselves to explore and define the depths of knowledge in Aotearoa, to enable us to re-enrich ourselves, to know who we are, to know where we came from and to claim our place in the future.

We take this journey of discovery, of reclamation of sovereignty, establishing the equality of Māori intellectual tradition alongside the knowledge base of others.

Thus, we can stand proudly together with all people of the world. This is in part the dream and vision of Te Whare Wānanga o Awanuiārangi.

VALUES

Manaakitanga: To respect and care for students, our manuhiri, our communities and each other.

Whanaungatanga: To value all relationships and the kinship connections with our students, our communities and each other.

Kaitiakitanga: To ensure the ongoing sustainability of our organization and to protect and support the unique obligations we have to Ngāti Awa, Mataatua and wider whanau, hapu and marae.

Pūmautanga: To commit to excellence and continuous improvement in everything we do.

Tumu whakaara: To inspire and ethically lead through example and outstanding practice.

BACKGROUND

Te Whare Wānanga o Awanuiārangi is a vibrant and exciting tertiary education institution providing a dynamic learning environment where students can discover their own potential for educational success.

Our programmes are designed to ensure academic excellence – we are benchmarking our programmes against those of other institutions and lifting the bar on standards. As we lift our research capacity, ongoing programme re-development will be informed by best practice.

As a Wānanga, Te Whare Wānanga o Awanuiārangi is charged with delivering tertiary programmes grounded in Kaupapa Māori and Āhuatanga Māori. This means that Māori knowledge and practices are central components to the academic programmes, engagement in PLD projects, teaching delivery and student experiences.

Tikanga Māori and Te Reo Māori are central to the way in which we operate and are reflected across Te Whare Wānanga o Awanuiārangi in our programmes and practices. While some of our programmes have a high level of Māori language emphasis, others are designed to support new and emerging language learners.

Te Whare Wānanga o Awanuiārangi further provides programmes that are portable and transferable both nationally and internationally. Therefore, it is important that we explore and integrate the World view of both Māori and other indigenous peoples and engage in and critique the world views of others.

Transformative approaches to educational achievement are a cornerstone of our broad and unique programme offerings, as we focus on providing an education that will encourage and support community development and growth, enable educational portability for our students both within Te Whare Wānanga o Awanuiārangi and the wider tertiary sector.

Operations are based at three locations – Whakatāne, Tāmaki Makaurau (*Auckland*) and Wairoa, with a further site currently being determined in the North (Te Tai Tokerau). We also deliver on marae across the Te Ika a Maui (*North Island*).

Finance Department

The Finance Team seeks to be a centre of excellence within the Wānanga, providing innovative financial and business support solutions to our Stakeholders. The mission of the Finance Team is to provide timely, accurate and meaningful financial information and advice to the Te Whare Wānanga o Awanuiārangi community to support management decision making.

The Finance Team promotes the efficient use and good governance of Te Whare Wānanga o Awanuiārangi resources and ensures compliance to Te Whare Wānanga o Awanuiārangi stakeholders.

Finance is an essential component of any business and is a part of our everyday lives. In the Wānanga it records and reports on all financial transactions as well as giving financial advice to the Executive and staff members. The Finance team at the Wānanga tries to give the best service and advice possible to its clients and to meet all financial timelines.