

Bay Bush Action

Job Description - Administrator for Bay Bush Action	
Role Purpose: To deliver on Bay Bush Actions administrative functions / requirements	
Reports to: The Board of Trustees	
Hours of Work: 10 hours per week, by agreement	
Term of Employment: 12 months (with potential rollover for another 12 months)	
Tasks and Responsibilities:	<ul style="list-style-type: none"> ● Manage incoming email correspondence ● Maintaining accurate records of invoices/receipts ● Reconcile accounts ● Maintain Community Trapline register ● Manage timesheets ● Processing payments ● Purchasing product ● Prepare reports to to meet funder requirements ● Minute taking and drafting emails and social media posts
Essential Skills	<ul style="list-style-type: none"> ● Hands-on experience with accounting software (Xero) ● Good knowledge of Excel (using financial formulas and creating spreadsheets) ● Solid data entry skills with an ability to identify numerical errors ● Strong interpersonal/communications skills - written and verbal. ● Good organizational and time-management abilities ● Aptitude to learn new software
Desirable Attributes	<ul style="list-style-type: none"> ● Keen interest in conservation and outdoor work ● Comfortable in te ao Māori ● Willing to learn new skills ● Drug free

Primary working relationships Internal and project contacts: BBA board, supervisors, kaimahi, volunteers
External contacts Central and local government agencies (FNDC, DOC, MSD, NRC, MPI), NGOs, Worksafe and contractors.
Application details



Email baybushaction@gmail.com with your CV. Tell us why you think you are right for this contract.
Application received until Friday 21 January 2022.