



JOB DESCRIPTION

POSITION:	Office Manager
TERM:	Permanent, Part time flexible by agreement.
RESPONSIBLE AND REPORTING TO:	Board of Trustees via Chairperson or agreed Board member.
FUNCTIONAL RELATIONSHIPS WITH:	Papawai & Kaikōkirikiri Trusts Board Committees of the Board Lessees External Service Providers Business Community Stakeholders
REVIEW:	The Chairperson or agreed Board member, or an external party under instructions, shall review this job description annually. The period of review may be changed at the Board's discretion.
REPORTING:	The Office Manager will provide regular reports, verbal and/or written, to the Board as required.
CORE FUNCTION:	The Office Manager is responsible for the efficient functioning of the Papawai and Kaikōkirikiri Trusts office through a range of administrative, secretarial, financial and managerial portfolios. Key Tasks are scheduled 1-8.

1. TO MANAGE THE PAPAWAI & KAIKŌKIRIKIRI TRUSTS BOARD OFFICE

Key Tasks	Measurement
Ensure the smooth running of the Trusts office on a day-to-day basis.	
Document inwards and outwards correspondence and action as required any correspondence to the Board.	Correspondence <ul style="list-style-type: none"> • responded to in a timely manner. • filed in an orderly fashion. • clear and error free.
Produce comprehensive and professional documentation/planning as required by the Board.	All organisational documentation/ planning of the Board is documented appropriately and actioned as required.
Administer a comprehensive filing, records, and archiving system.	Maintain computer and manual filing systems; handle sensitive information in a confidential manner; archive permanent records All systems operating in accordance with approved policies and procedures of the Board.
Manage stock, stationery and supplies.	Issues dealt with in a timely manner.
Issue notices of meetings and keep appropriate records and minutes and action decisions as made by the Board.	Agreed timelines met.
Liaise with service providers as required by the Board.	No complaints from service providers Issues dealt with in a timely manner.
Maintain and develop liaisons with key relationship operations.	No complaints about service delivery from key organisations.
All legal requirements are executed i.e. OSH, Local Body requirements, Statutory returns.	Requirements in a timely manner. No issues of non-compliance.
Action any requirement of the Board regarding Business Planning.	Business planning up to date and complete.
Provide administration support that assists the Board in realising its short and long-term goals and strategies.	In accordance with agreed timelines.
Health and Safety policies adhered to and all risks minimised.	No issues of non-compliance.
Maintain Personal Development through attendance at approved training seminars, courses, and meetings.	Agreed timelines met and reports provided.
There is operational direction and leadership.	Monthly office report to the Chair.

2. SECRETARIAL SERVICES

Key Tasks	Measurement
<p>Meetings</p> <p>Preparation of Notice of Meeting; Agenda; Reports; Correspondence. Meeting minutes and action points; and Projects.</p>	<p>No later than Seven (7) days prior to Meeting Date or as requested by Chairperson or as required by legislation or constitution.</p>
<p>Complete Meeting Schedules.</p>	<p>Liaise with Chairperson.</p>
<p>Minutes of every meeting are:</p> <ul style="list-style-type: none"> ▪ An accurate record of proceedings ▪ An accurate recording of all resolutions ▪ Clear and easily understood having been edited by the Chair. 	<p>Minutes are typed and presented for distribution.</p> <p>No later than five (5) days.</p>
<p>Co-ordinate the action of direction and circulate a list of actions required from meetings; complete follow-up on any action with the organisation or person(s) concerned; liaise with key operational personnel and advisers.</p>	<p>In accordance with timelines.</p>
<p>Sub-committee portfolios</p> <ul style="list-style-type: none"> ▪ Provide administration support to the Board regarding their relevant portfolios ▪ Ensure policy has been developed, reviewed, adopted, and implemented ▪ Ensure grants made are within the policy criteria. 	<p>Policy has been adopted by Board.</p> <p>External audit.</p>
<p>Annual Report, Notice of Meeting, Annual General Meeting</p> <ul style="list-style-type: none"> ▪ Assist in the compilation and distribution of the Annual Report and Notice of Meeting ▪ Assist in the preparation of the AGM ▪ Liaise with the Chair and provide support as required ▪ Ensure all Regulatory requirements are adhered to. 	<p>Complete within agreed timelines.</p>
<p>Additional Requirements:</p> <ul style="list-style-type: none"> ▪ Organise appropriate meeting venue(s) and access ▪ Appropriate equipment and refreshments are provided ▪ Organise travel arrangements as required ▪ Co-ordinate / arrange any other attendees ▪ Advise the Board on procedural / legal – statutory obligations, responsibilities (Regulations) and other such matters during the meeting or as required. 	<p>In accordance with Schedule of Meetings.</p>

3. FINANCIAL SERVICES

Key Tasks	Measurement
Effective and efficient cash management.	<p>Petty cash is managed on an 'as needs basis.'</p> <p>Maintain acceptable financial records of all transactions.</p>
Management of Xero system is maintained.	<p>All outstanding accounts are paid by the 20th of the following month.</p> <p>All payments to IRD and ACC and other regulatory government agencies are made on time and with accurate and complete information.</p> <p>Maintain acceptable financial records of all transactions.</p> <p>Regular financial reports to the Board.</p> <p>Xero system is updated and secure.</p>
Payroll is processed and authorised	Regular completion and approval are met.
Financial control within approved budgets.	<p>That the budgets are prepared and submitted to the Board for approval before the commencement of the financial year.</p> <p>Once approved ensuring that the Trusts budget is achieved.</p> <p>Regular financial reports to the Board.</p>
Arrange timely completion of the annual accounts and audit.	<p>Annual accounts completed in a timely manner.</p> <p>Unqualified audit achieved.</p> <p>Audited annual accounts presented to the annual general meeting.</p>
Effective and efficient administration systems in place, in accordance with Delegated Authorities No1- Authorised Persons policy.	<p>That policies and procedures for the financial function are met.</p> <p>That all records are kept in an orderly and professional manner.</p> <p>Regular reports to the Board.</p>
Liaise with Chairman of Finance and Risk Committee and Kaitohutohu Putea (Advisor).	Matters dealt with in a timely manner.

4. EDUCATIONAL SERVICES

Key Tasks	Measurement
Scholarship applications are correct, and a record of receipt is developed.	Application received on time and complete.
All relevant payments are made in a timely and accurate manner.	All candidates receive payments.
Communicate the results to all candidates and schools.	All candidates and schools are aware of results.
Assist in the production of appropriate documentation pertaining to grants, scholarships, or other funding.	Documentation current and error free.
Promote / inform clients of funding available.	Clients aware of funding.
Collate and schedule all funding applications for Board examination and action decisions of Board accordingly.	Schedule completed in a timely and accurate manner.
Scholarships provided within criteria.	Policy implemented. External Financial Audit upheld.

5. PROPERTY SERVICES

Key Tasks	Measurement
Maintain Register of Leases.	All lease schedules are up to date.
Renewal and Negotiation of Leases.	Undertake renewal of leases with the support of the Board and/or Advisors. Support the Board in negotiation of leases. All leasehold arrangements are current and producing a reasonable market rate of return.
Monitor lease arrangements.	All leaseholders are operating within the terms of their lease agreements (including rent payments, property improvements, health & safety etc). Report to the Chairperson any breach of lease.
Maintain properties to enhance the asset.	Maximum return on investment.
Maintain a Capital Development Register.	Documentation is current and error free.
Maintain a Repairs and Maintenance Register.	Register is updated regularly.
Maintain a Risks Register.	Register is updated regularly.
Liaise with Chairman of Property Committee and Kaitohutohu Whenua (Advisor).	Matters dealt with in a timely manner. Independent advice is actioned accordingly.

6. COMMUNICATIONS SERVICES

Key Tasks	Measurement
Maintain the Trusts Website	Update, design and execute communications content that engages and builds brand recognition.
Provide Audio / Video Conferencing in lieu of face-to-face meetings	Conferencing is available and information secure.
Promote E-Communications	Create informative content and strategic outcomes for newsletters, surveys etc.
Media	Coordinate with Chair to manage Board communications. Seek best outcomes for advertising.
Develop social media platforms when required	Support consistent and strategic messaging.
Networks are managed and coordinated effectively.	Implement and maintain effective communications.

7. TO PROVIDE AN OFFICE PRESENCE

Key Tasks	Measurement
To maintain an office presence and contact point for Papawai & Kaikōkirikiri Trusts. .	Maintain Office presence during opening hours. Mailbox is cleared daily (except public holidays). Contact is available daily by land line, mobile, or email.

8. TO UNDERTAKE OTHER TASKS

Key Tasks	Measurement
Other special projects and tasks required to be completed by the Board.	Tasks and projects completed in agreed timelines.