**Job Description**

The position includes or attaches the following duties and responsibilities, and any duties and responsibilities reasonably incidental to those:

1. **TAHP & Trust Administration**
* Answering telephone calls
* Maintaining diaries
* Filing
* All meetings organised, agendas prepared as per schedule, travel and accommodation confirmed.
* All documents sent within mandatory timeframes.
* All minutes done within 5 working days of meeting completion.
* Meeting payments organized.
* Completion of Actions according to individual trust meetings.
* Folders and documents kept up to date.
* Individual Trust Websites updated as required
* Grants - Administered to individual trust requirements.
* AGM organised as per Trust Order, documents filed with the Maori Land Court within 1 O working days of the AGM or as per Trust Order.
1. **Corporate Services Managed and Revenue Maximised**
* Work with General Manager and team to maximize business
* Promote and retain clients
* Promote strong customer relationships with clients
1. **Trust Financial Administration**

• All Monthly Invoices sent within one week of the end of the month.

• All invoices being paid as due.

• IRD schedules filed and payments processed by the due dates.

• Wages to be paid on time as requested by individual trusts.

• Employee records to be kept up to date.

• Keep clear and transparent processes of payments for all trusts.

* Keep accurate timesheets for all trusts.
* Monthly invoices, bank statements and all other financial statements sent to the accountant within the first week of the month.
* End of year financial information sent to the accountant within 2 weeks of the close off date (i.e. 31st March or 30th June)
1. **Shareholder Database**
* Shareholder details updated in a timely manner.
* Appropriate forms and advice given to shareholders with a high level of customer service.
* Court Orders and Successions completed in a timely manner.
* Annual Dividends distributed the 20th month following the AGM or upon the trusts request.
* Unclaimed Dividend reports to be completed on 15th of each month.
* Payments distributed before the end of the same month.
* Overseas Unclaimed Dividend reports processed on a quarterly basis,
* Payments distributed before the end of the same month.
* Create a detailed reporting system for individual Trust's, report to include:
	+ - * + Unclaimed Dividend Report
				+ Graph showing total dividends distributed during the year
				+ Percentage of "found" shareholders - highlighting the value of the Shareholder Database
				+ Reports prepared as requested by individual Trusts
1. **General**

• Ensure data is safeguarded and backups are met.

• Good organised office.

• Stationary ordered when required

• Data and technology is maintained.

• Legislative requirements met.

• Other duties directed by the COO from time to time