

Role Title	Accounts Payable / Accounts Receivable Clerk
Reports to	Accountant
Key Working Relationships	<ul style="list-style-type: none"> The Finance Manager and Finance Team Ngāti Whātua Ōrākei Whai Rawa staff
Ko wai mātou About us	
<p>Ko Māhuhu-ki-te-rangi te waka Ko Maungakiekie te maunga Ko Waitematā te moana Ko Tuperiri te tangata Ko Ngā Oho, ko Te Taoū, ko Te Uringutu ngā hapū Ko Ngāti Whātua te iwi</p> <p>Ngāti Whātua Ōrākei Whai Rawa</p> <p>Ngāti Whātua Ōrākei is the mana whenua of central Tāmaki having held ahi kaa in the rohe for generations. Ngāti Whātua Ōrākei Whai Rawa is the commercial investment company responsible for protecting and growing the commercial assets to support our whānau to fulfil their aspirations.</p> <p>Underpinned by our mātāpono, Whai Rawa strives to be a leading business. With over 160 hectares of whenua across Tāmaki Makaurau, we are committed to building enduring, sustainable communities.</p> <p>Nga Mātāpono Our values</p> <ul style="list-style-type: none"> Tino rangatiratanga (being self-determining and self-reliant) Rangatiratanga (demonstrating leadership) Manaakitanga (whānau at the core and caring for others) Whanaungatanga (embracing our whakapapa and relationships) Kōtahitanga (united and working as one), kaitiakitanga (protecting our taonga) Mana taurite (ensuring whānau are provided with equal access to opportunities) Ahi kaa (upholding the mana of the hapū across Tāmaki Makaurau) <p>Wairuatanga (acknowledging spirituality is a key component to our identity and wellbeing).</p>	
Purpose	
<p>The Accounts Payable/Receivable Clerk has an important and active role in the corporate accounting activities of Ngāti Whātua Ōrākei Whai Rawa Limited and Ngāti Whātua Ōrākei Trust. The role incorporates accounts payable, bank reconciliations, accounts receivable and other finance tasks as required.</p>	
Areas of Accountability	
<p>Accounts Payable</p> <ul style="list-style-type: none"> Main point of contact for creditor invoices including opening mail and clearing email inbox; 	

<ul style="list-style-type: none"> • Uploading invoice copies and enter accurately and timely into the accounting system with coding; • Managing creditors invoice approvals in accordance with the delegated authority policy; • Managing of payment timelines and arranging tax and creditor payment runs; • Check Health and Safety credentials of vendors; • Monthly creditors accounts reconciliation.
Bank Reconciliations <ul style="list-style-type: none"> • Daily bank reconciliations including the processing of treasury and inter-company transactions.
Accounts Receivable <ul style="list-style-type: none"> • Raising of accurate and timely debtor invoices; • Managing debtor invoice approvals where required; • Receipting of debtor payments and assisting with the monitoring of outstanding debt.
General Ledger <ul style="list-style-type: none"> • Assistance with general ledger transactions including payroll
Other tasks as may reasonably be required from time to time.
Take responsibility for own safe working behaviour and adhere to Company and statutory requirements regarding Health & Safety.
Qualifications, Experience & Capabilities
A minimum of 3 years' experience in a finance team. Broad exposure to the finance function including general ledger, accounts receivable, accounts payable, bank reconciliations and electronic banking.
Strong capability with Excel and Word.
Good written and oral communication skills.
Experience with accounting systems.
Ability to work accurately and effectively under pressure.
Strong organisational skills.
Personal Attributes
Respect for others. This will be evidenced by professional dealings with others; use of courteous and appropriate language always; meeting agreed work commitments.
Positive attitude with a willingness to provide the highest levels of internal and external service.
Strong team player – able to work seamlessly with the organisation.

Calm, diligent and dedicated.

Key Performance Indicators

All bank accounts are reconciled daily.

Incoming debtor payments are receipted daily.

Creditor payment batches are accurately prepared in timely manner.