

Position Description

Office Supervisor

Support Centre

Mission

We walk with people across the generations to create together places to live, learn, and thrive. We call out injustice and advocate for positive social change.

POSITION PURPOSE AND PRIMARY OBJECTIVES

Purpose:

Managing and oversight of creditor, debtor and general accounting processes, ensuring completeness, accuracy and timely financial processing.

Primary Objectives

- Supervise and manager accounts processing team, Debtors and Creditors.
- Accurately operate and maintain the FMIS Debtors System and VCare, including data entry, transaction processing, invoicing, receipting and reconciliations.
- Ensure all receipting and banking functions accurately and within required timeframes.
- Assist with processing Accounts Payable and Receivable transactions, Esker to FMIS.
- Operate FMIS and other financial systems to process and record transactions accurately.

Accountability

Expected Outcomes / Key Performance Indicators

Supervise and manage the accounts processing team

- Manage workloads of accounts processing team to ensure adequate resourcing and deadlines are met.
- Ensure creditor accounts are processed accurately and paid by due date.
- Ensure debtor accounts are processed accurately and distributed in a timely and accurate manner.
- Debtor and creditor accounts are reconciled monthly.
- Back up Debtors and Creditors Clerks positions when required.

	Supervise operation of finance functions including Petty Cash, Comfort Funds and Staff Fuel Scheme.
Supervise and manage Debtors system FMIS and VCare	- Ensure resident funding is established accurately with Vcare resident financial system - Liaise with funders to accurately record funding structures for residents. - Provide expertise to residents and clients of Presbyterian Support Otago, particularly in the preparation and management of claims for residential care subsidy and other benefits. - Manage invoicing to Ministry of Health, Te Whatu Ora, WINZ and ACC. - Reporting as required by Te Whatu Ora. - Process resident occupancy invoicing, funding set up and receipting in Vcare. - Process data between Vcare and FMIS. - Reconciliation of debtor accounts between VCare and FMIS. - Actively managing debtor account balances and payments. Pursuing outstanding debts and liaising with families and solicitors as needed - Residents, other invoicing and debtor accounts carried out accurately and in a timely manner. Estate accounts dealt with promptly and accurately.
Assist Finance Director and Accountant	- Assist with adhoc requests for information - Ensure relevant month-end and year-end tasks are performed accurately and in a timely manner.
Other tasks	- Administration of PSO Staff fuel scheme - Petty Cash - Comfort Funds - Other tasks as requested
Expectations of all PSO Kaimahi	
Communications / Interpersonal relationships	- Develop and maintain positive and collegial relationships. - Communicate verbally and in writing, at a high standard, using language and approach that is relevant and appropriate to the audience.
Performance development and learning	- Engage proactively with the personal development and review process. - Establish personal and professional development goals and objectives. - Take responsibility for your own ongoing education and skills required in your role.
Continuous improvement	Make recommendations for improvement to services, work practices and/or workflow.
Health and Safety <i>PSO is committed to achieving the highest level of health and safety for its</i>	Actively support and comply with H&S policy and procedures.

<i>kaimahi and everyone has health and safety responsibilities.</i>	- Identify, report and where appropriate resolve issues that may cause harm to yourself or others in the organisation. - Contribute to a safe workplace by raising concerns early with your colleagues, thanking those that raise concerns with you and speaking up when you notice something that might lead to abuse or neglect of those in our care. - Work safely and actively participate in health and safety programmes in your work area. - Report all accidents or potential hazards to your direct line manager.
Te Tiriti O Waitangi / The Treaty of Waitangi <i>PSO is committed to its obligations under Te Tiriti o Waitangi / the Treaty of Waitangi.</i>	Give effect to the articles as well as the principles of Te Tiriti o Waitangi / the Treaty of Waitangi – Partnership, Participation and Protection.
Relationships	
Reports to: Finance Director	Direct Reports: Creditors Clerk and Debtors Clerk
Internal Relationships: Finance Team Corporate Services Team Administrators Budget Managers	External Relationships: PSO Customers and Clients PSO Suppliers Ministry of Health Work and Income NZ ACC
Person Specifications	
Qualifications/Skills - Relevant Secondary qualification required; a relevant accounting or administration qualification would be an advantage. - Computer literate, with proficiency in FMIS and other financial systems, and the Microsoft Office suite (Excel, Word). - Good communication and interpersonal skills, both with the public and staff. - Neat, systematic and accurate work habits. - Ability to work to accounting deadlines. - Able to maintain confidentiality of sensitive financial information.	
Experience/ Knowledge - Relevant experience in general Finance and Administration duties. - Experience operating FMIS or similar financial management information systems and other specific financial tools. - Understanding of accounts processes, receipting and basic banking procedures. - Commitment to the Mission of Presbyterian Support Otago.	
Personal Qualities - Positive, cooperative approach with a strong commitment to teamwork. - Professional integrity in handling sensitive and confidential financial information. - Customer service focus with a courteous and helpful manner. - Reliable, punctual and self-motivated with a high attention to detail.	

Physical Requirements

This role may involve standing, walking, bending, sitting, climbing stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing, balancing, crouching, squatting and other reaching.

Working Together

Our Work

- We are person centred in our organisation.
- We strive always to do better, to work hard and to the best of our ability.
- Each person knows they make a difference and they feel valued because of this.

Our Organisation

- We are committed to delivering on the organisation direction and values.
- We are responsible and accountable for our actions and behaviours.
- We are committed to positive, proactive leadership.
- Each person is empowered to succeed, with the orientation and ongoing support needed.
- Expectations are communicated clearly and understood by each team member, through team meetings, regular and timely feedback, and annual appraisals.

Our Team

- We share and learn from each other; are open and honest, support and cooperate with each other, and do the right thing at the right time.
- We hold each other accountable by giving and receiving constructive feedback.
- Our relationships are based on mutual respect, by treating each other as we wish to be treated. We are courteous and responsive.
- We affirm each person as a valued member of the team by giving each other positive reinforcement.

Values

Founded in our Christian faith we act with the values of integrity, respect, courage, manaaki and aroha.

