

Position Description

Title	Accounts Administrator
Location	Petone
Reports To	Finance Manager
Direct Reports	No

About Habit Health

Our purpose is to support people in their community to optimise health and live their best life. We support people on mental and physical health journeys, helping them restore function, grow stronger, re-establish, and grow social, whanau and/or spiritual connections, be safe at work, gain independence and learn how to manage their pain.

We pride ourselves on being the best option in New Zealand for organisations looking for integrated health services at scale.



Position Purpose

The Accounts Administrator will provide administrative support to the Finance department, primarily processing accounts payable and receivables timely and efficiently.

This position description is not intended to be complete or limiting – the role will require a proactive and flexible approach to manage tasks that support a rapid and innovative environment.

Key Accountabilities

Accounts Payable and Receivable

- Check and entering supplier invoices into Xero with correct GST and general ledger coding
- Ensuring all invoices checked off by site managers prior to payment to meet payment due dates
- Record keeping – scanning and saving of invoices
- Follow monthly accounting /reporting cycle ensuring all deadlines are met
- Perform weekly Solmax tasks including remittance processing, run reports to address ad hoc queries
- Perform weekly debtor management including client invoicing for declined ACC fees/over dues and
- Perform monthly debtor management. Contact overdue debtors for payment
- Create customer invoices in an accurate and efficient manner ensuring all oncharges are included
- Attend all training sessions for the new accounting system to replace Xero; follow all process docs that are relevant to the role
- Support Accounts Administrator with other tasks as required

Database Administration

- Timely and complete entry of customer information with particular note of source of referral/enquiry
- Closely manage administration tasks throughout each shift
- Ensure individual login used at all times

- Ensure you are familiar with data base policies and procedures. If in doubt promptly check with manager prior to making change
- Work to provide support to other team members and facility manager

General Accountabilities

- Undertake any other duties at the request of the manager, which are commensurate with the role including
- project work and absence cover.
- Ensure that services are delivered in line with Habit Health values, standards, and other guidelines and contractual requirements.
- Understand and apply the principles of the Te Tiriti o Waitangi
- Adhere to the policies and procedures.
- Adhere to the Delegation Authority Framework, and Limitation of Authorities (if any) Framework.
- Undertake training as relevant to your position.
- Participate in surveys and audits as necessary in order to enable the Company to meet its statutory requirements.
- Manage key working relationships (internal and external).
- Adhere to the professional standards of the relevant statutory body if applicable





Key Performance Indicators

Deliverables

- BAU – Consistently deliver accountabilities as outlined in this position description.
- Objectives – Discussed, confirmed, and documented as part of the annual performance review cycle. This may include:
 - Metrics
 - Projects
 - Process improvement initiatives
 - Other stretch objectives

Core Behavioural Competencies

Please refer to SharePoint for the full descriptors.

<p>Customer focus*</p>  <p>Act with the customer in mind and ensuring the customer is at the centre of everything you do.</p>	<p>Motivation to achieve</p>  <p>Be action-oriented and respond positively to challenges and opportunities.</p>	<p>Teamwork</p>  <p>Work together constructively and put the team ahead of individual success.</p>	<p>Leadership**</p>  <p>Provide clear direction and build commitment within the team to achieve Habit Health objectives.</p>
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*Customer is encompassing of all customer groups eg. Internal teams, clients, stakeholders etc.

**Only applies to people managers and roles on pathway to leadership.

Culture

Exemplify our vision, purpose, and values in everything that you do.

Health and Safety

Habit Health are committed to providing a safe and healthy working environment for all staff, including contractors.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others.
- actively maintain up to date knowledge of health and safety procedures available on SharePoint and complying with reasonable instructions, policies and procedures to ensure Habit Health are able to comply with the Health and Safety at Work Act 2015 and relevant regulations.
- identifying and reporting hazards, risks, injuries, illness and incidents (including near misses) that arise from your work or in the workplace and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so eg. manager or health and safety representative (or other contact as appropriate).

Qualifications, Knowledge, Skills and Experience

- Qualification in Finance, Accounting or relevant field will be an advantage
- Experience as an Accounts Administrator or similar role will be an advantage
- Good knowledge of bookkeeping procedures and debt collection regulations
- Experience using and learning new software quickly eg. accounting software
- Intermediate knowledge of Excel (using financial formulas and creating spreadsheets)
- Solid data entry skills with an ability to identify numerical errors
- Good organizational, attention to detail and time-management abilities