

Contract role description

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| **Role:** | CoreNet NZ Finance & Office Administrator | **Reports to:** | CoreNet New Zealand Manager |
| **Management Oversight:** | Nil  | **Hours per week:** | Average 5 hours |
| **Date:** | September 2021 |  |  |

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| **Our commitment to CoreNet Global** | CoreNet Global is a non-profit international association representing nearly 10,000 members in 50 countries with strategic responsibility for the real estate assets of large corporations. In New Zealand we exist to lift corporate real estate industry performance through:* Celebrating corporate real estate, the role it plays, and the community of people elevating NZ property to deliver better business outcomes.
* Providing insight relevant to the NZ market – opening windows on worlds people don’t normally look through, providing a platform to share ideas, and helping people to understand the requirements of others in our sector
* Developing people – through providing professional development opportunities, practical knowledge, publications, research, symposiums, events, and networking groups
* Connecting people and organisations – through creating a platform for people and organisations within the industry to network and gain knowledge; building a community that is here to share, learn and mentor.
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| **Purpose of the contract** | The purpose of this part-time contract role is to: * Manage finance and office administration-related functions
* Oversee invoicing and payments, including payroll
* Assist the CoreNet NZ Manager with event administration.

To achieve this, it will be helpful to have experience with Xero; accounting experience would be an advantage.  |

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| **Key responsibilities** | **Finance administration:** In support of the committee:* Ensure the finances are managed appropriately.
* Make recommendations to the NZ Manager and Committee about income and expenditure, and overall financial position.
* Keep accurate financial records.
* Ensure any financial activities (e.g. audits, if any) are undertaken in a timely fashion.
* Draw up annual budget in consultation with the Manager and Committee.
* Ensure sufficient funds are available at all times to support expenditure.
* Deliver the invoicing for all sponsorship income and the timely payment of such.
* Provide monthly financial reports to the Corenet NZ Manager and the Committee, including debtors and creditors..
* Arrange supplier payments. Ensure payments are made in a timely fashion.
* Reconcile Xero regularly. Monthly bank reconciliations are kept up-to-date.
* Work closely with the New Zealand chapter’s accountants and prepare required documentation.
* Annual management accounts are produced for Committee review.
* Assist with collection of membership dues.

**Events Support:*** Liaise with Events Committee, prepare event checklists.
* Draft event invitation for approval, send to database and monitor RSVPs.
* Prepare run sheets for events, print attendee badges.
* Arrange travel, accommodation and hosting for event speakers
* Support the Corenet NZ Manager with event planning and management to ensure successful event delivery
* Manage and keep sponsor, member and event registration databases updated.
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| **Outcomes** | **Operations and Finance*** The delivery of CoreNet New Zealand administration, finance, compliance, communications and event management functions occur in a in a timely fashion ensuring the smooth running of the CoreNet Global New Zealand Chapter operations and events.
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| **Key skills /****Job requirements** | * Excellent written and oral communication skills.
* Accounting competency.
* Xero operational knowledge.
* Experience in the operational management of a similar not-for-profit organisation is desirable.
* Experience and a good understanding of event operational functions is also desirable.
* An understanding of the Property Sector is desirable, but not essential.
* Excellent problem-solving skills.
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