



## Uniting Congregations OF AOTEAROA NEW ZEALAND

*Partnering Presbyterian, Methodist, Anglican, Christian Churches, & Congregational Union*

---

### **ADMINISTRATOR JOB DESCRIPTION**

#### **1. Purpose of the position**

1. To provide support for the Executive Officer of Uniting Congregations of Aotearoa New Zealand (UCANZ) in carrying out office tasks which enable the Forum (local churches and Church Partners) to be an effective agent in the quest for a greater unity within the churches.
2. To administer the UCANZ Office accounts and carry out all necessary tasks to ensure that complete and accurate records are maintained.
3. To administer the Cooperative Ventures Removal Fund and carry out all necessary tasks to ensure complete and accurate records of the fund are maintained and that all moves are organised in terms of the rules of the fund.

#### **2. Accountable for:**

The appointee will be responsible for general office duties, setting up and maintaining computer programs and databases, maintaining correspondence files and preparing correspondence, preparing for meetings, recording ministry and church officer details in a database, organising the UCANZ Directory for publication, gathering statistics, and maintaining the website.

#### **3. Qualifications and Personal Attributes**

The appointee must have experience of keeping accounts and taking minutes. Accuracy with figures and knowledge of accounts packages (MYOB and/or Xero) is essential. Applicants must be self-motivating and be able to work both independently and comfortably in a team. An interest in and understanding of church life would be helpful.

#### **4. Responsible to:**

The appointee will primarily be responsible to the Executive Officer of UCANZ, and through the Executive Officer to the Standing Committee of UCANZ.

#### **5. Responsible for:**

The appointee may from time to time be responsible for assisting volunteers.

#### **6. Principal Working Relationships**

The appointee will have contact with Standing Committee members; officers of the Regional Forums, regional and national courts of the Partner Churches; and with ministers and officers of the local churches – the Cooperative Ventures (CVs).

#### **7. Duties**

##### **A. General**

- i. Answering correspondence or referring it to the EO.
- ii. Maintaining address lists and organising mailings.
- iii. Maintaining an archive of CV agreements.

- iv. Monitoring schedules of record and letters of appointment.
  - v. Maintaining the UCANZ website.
  - vi. Other duties related to UCANZ as may be required from time to time.
- B. Meetings**
- i. Booking venue and organising catering for Standing Committees.
  - ii. Overseeing travel arrangements for Standing Committee members.
  - iii. Assisting with the preparation of agenda papers.
- C. Annual tasks**
- i. Formatting and publishing the UCANZ Directory.
  - ii. Revising membership and financial statistics forms as necessary.
  - iii. Requesting and receiving statistics by agreed dates.
  - iv. Maintaining a record of local churches' current capital ratios.
- D. Partner Churches**
- i. Calculating financial assessment levels and communicating them to three Partner Churches (Anglican Dioceses, Methodist Church, Presbyterian Church).
  - ii. Invoicing Partner Churches for the UCANZ grant.
  - iii. Making compensatory payments to Christian Churches and Congregational Union.
- E. Office Accounts and Removal Fund**
- i. Invoicing, receipting and payments.
  - ii. Entering payments and receipts on accounts schedule.
  - iii. Providing accounts schedules for the Finance Committee monthly.
  - iv. Banking income and checking bank statements.
  - v. Researching financial information as requested.
  - vi. Preparing finance reports for Finance Committee and Standing Committee meetings.
  - vii. Preparing accounts and balance sheet for annual review.
  - viii. Calculating salary Payments.
  - ix. Calculating GST, PAYE, Kiwisaver and payments to the Inland Revenue Department.
  - x. Handling any other general accounts work.
  - xi. Liaising with parishes regarding movement of ministers.
  - xii. Arranging moves with Removal Companies.

## **8. Location of Office**

2<sup>nd</sup> floor, Anglican Centre

*(Access by stairs only)*

18 Eccleston Hill (off Hill Street)

Thorndon, Wellington

*Convenient for train and bus connections*

UCANZ has a staff of two and rents a separate office within the Wellington Anglican Centre, sharing facilities such as photocopying and stationery purchase, tea and coffee facilities (including a shared morning tea daily at 10am, and 'team' meeting on Tuesdays at 9am).

## **9. Hours**

Three days per week: preferably Tuesday-Thursday, but negotiable.

## **10. Health and Safety**

In conjunction with the Anglican Centre safety policies:

- i. Identifying and report all hazards in the work place.
- ii. Reporting all accidents and near misses in writing as soon as possible after the accident occurs.