

## POSITION DESCRIPTION

# BUSINESS SUPPORT ADMINISTRATOR

### About Xerra

Xerra Earth Observation Institute (Xerra) is using Earth Observation (EO) data and remote sensing to develop new and applied science-based products for New Zealand industry, local and national governments, policy makers and the international research community. Xerra will encompass knowledge and skill in EO technology and capabilities and establish itself at the forefront in applied research and development.

We do this by hiring passionate, collaborative people who want to build world-changing products in a safe and fun environment. As a member of the Xerra team, you'll be treated with trust and respect, and we'll expect you to care deeply about the business.

### Position Purpose

This role, along with every role at Xerra, has a strong focus on company culture and contributing in the right areas at the right time to help the team deliver well.

As a key part of our business and administrative team, you will be responsible for many aspects of the day to day detail of running a company, through to a wide variety of complex and confidential administrative and financial duties.

### Position Scope

This position is for 20 hours per week. The role will be based in Alexandra, however for the right candidate, the possibility of working remotely will be considered.

### Key Responsibilities

#### Financial

- Process and reconcile financial transactions and maintain appropriate records
- Prepare monthly financial management reports
- Process and file GST returns
- Prepare and administer payroll

#### Human Resources

- Provide administrative support toward the recruitment of new staff
- Assist the induction of new staff

- Maintain and monitor leave records

### General Administration

- Maintain appropriate Health and Safety registers and records
- Organise travel, meetings, seminars and other administrative requirements
- Provide other administrative support to the CE and wider organisation as required

## Required Knowledge, Competencies and Skills

### Essential

- Experience in preparing invoices and reconciling accounts
- Well-developed computer skills particularly in the Microsoft Office suite
- A high level of organisational and time management skills with sharp attention to detail
- Strong written and oral communication skills
- An ability to work independently and as part of a high performing team

### Preferred

- Experience with Xero, including Xero Projects
- Experience in preparing monthly financial management reports
- A background in accountancy would be a definite advantage
- Knowledge of Human Resources and Health & Safety legislation

## Key Characteristics

**Professional** - High level of integrity with an egoless working style, and an ability to handle a high level of confidentiality.

**Driven** - Committed to achieving the goals of the organisation and responsibilities of the role. Willing to persist until success is achieved, with a commitment to continuously improve.

**Open minded and adaptive** - Experienced at looking at things through a different lens and accepting that there are a variety of ways to achieve outcomes. Agile in thinking, planning and achieving goals, with an ability to quickly adapt and to operate effectively in a changing work environment.

**Unbiased** - Able to remain objective, providing no preferential treatment in collaborations with other organisations or individuals.

**Clear, Comfortable Communicator** - Comfortable communicating and connecting with others at different levels. Willingness to have honest and sometimes difficult conversations for the betterment of the team.