



JOB DESCRIPTION

Job Title: Finance Officer

Responsible to: The CEO and Operations Manager

Duties:

The role of the Finance Officer involves providing financial and administrative support to colleagues, clients and stakeholders of CTOA.

Reporting to the Operations Manager and supporting the CEO and mentors, the Finance Officer position would suit an individual who is focused on outcomes, has excellent problem-solving ability and strong communication skills. This is a role that interacts with several stakeholders, both internal and external.

Responsibilities:

- Reconciling daily, monthly and yearly transactions
- Processing invoices and receipts
- Processing payroll for a small team
- Managing tax responsibilities and filing returns (GST, PAYE and RWT)
- Managing records and receipts
- Reviewing and reconciling the Xero balance sheet on a monthly basis
- Preparing financial reports to the CTOA board on a monthly basis. These reports are generated from the Xero accounting software and include balances by funder, Profit & Loss, Cashflow and Balance Sheet.
- Reconciling and preparing reports to financial contributors (funders) and managing calendars to ensure the trust is compliant with reporting requirements to these funders
- Preparing ad-hoc and tailored budgets for funding proposals
- Assisting in the preparation of annual budgets and forecasts
- Developing an in-depth knowledge of the organisations kaupapa
- Providing customer service to internal (mentors and management) and external (funding and government agencies, external auditors)
- Being a key point of contact for internal stakeholders on financial and accounting matters
- Supporting the Operations Manager, Treasurer, CEO and Board with projects and tasks when required

Skills and Qualifications:

The Finance Officer role is well suited to candidates with university qualifications. The most relevant fields of study for this role include:

- Finance or Economics
- Accounting
- Business or Business Administration
- Mathematics

Knowledge in the below programs could also be included in the job description to appeal to multi-skilled and high-quality candidates:

- Office 365
- Xero Accounting Software

The duties laid down in this job description may change following a review.

The Crescendo Trust of Aotearoa Kaupapa

While non-essential, the following are key aspects of The Crescendo Trust of Aotearoa's practice which prospective applicants should feel comfortable with if applying for the position:

Mission: The Crescendo Trust of Aotearoa provides a development programme that nurtures, empowers and gives lifelong transferable skills to young people who may otherwise fall through the gaps of traditional education. Via mentoring, personal development and training in music, film, photography, media and communication, the programme enables young people to rise above the cycles of poverty and abuse. The Trust provides them with a place of belonging, supports them to undertake education and employment, and allows them to engage in creative and meaningful futures

COMPANY OVERVIEW:

Musicianship: Provide mentoring and training for young musicians in their chosen field of music.

Creative Expression: Provide an environment in which young musicians can creatively express themselves.

Help them overcome internal and external barriers to success.

Empowerment: Provide support and care to young musicians.

Help raise self-awareness and confidence.

Assist young musicians to develop their own formula for success.

Personal Development: Guide young musicians to understand and strengthen the concept of "character"
Help young musicians fully realise their potential via strong relationships between themselves, others and the environment.

Help young musicians develop their sense of self-worth.

Help young musicians to have the confidence to accept and enjoy success.

Whanau and Community: Help young musicians build trust and learn cooperation with each other.

Operate in a drug and alcohol-free environment.

Build an understanding of the importance of fostering quality relationships and contributing positively to the wider community (whanau).

Mercy-centered: The Crescendo Trust of Aotearoa seeks to be a compassionate and open-minded place where all young people, regardless of gender, culture, ethnicity or orientation are shown acceptance and given a place of belonging without agendas, be they religious or political, being pushed upon them.

Treaty-conscious: The Crescendo Trust of Aotearoa is continually growing in our awareness of Te Tiriti O Waitangi and the ways in which colonisation has affected our indigenous Rangatahi. Applicants should be open-minded and non-prejudiced in their understanding of biculturalism