

## Position Description

<b>Position:</b>	Office and Accounts Manager
<b>Organisation</b>	Tauranga Art Gallery
<b>Location:</b>	108 Willow Street, Tauranga
<b>Reports to:</b>	Business Development and Relationship Manager
<b>Direct Reports:</b>	0
<b>Permanent Position:</b>	40 hours / week

<b>About Us:</b>	
<p><b>Tauranga Art Gallery Toi Tauranga</b>  <b>108 Willow St</b>  <b>Tauranga</b></p>	<p><b>He Tauranga Matarau – to be an anchorage for diversity</b></p> <p>Tauranga Art Gallery Toi Tauranga (TAG) is a key cultural landmark in Tauranga central. Launched in 2007, the Gallery creates industry-leading art experiences which engage, inspire, challenge, and educate.</p>
<p><b>Mission:</b></p> <p>Toi Tū Tauranga – to a build life-long relationship with art</p>	<p>As Tauranga’s public art gallery, we represent and advocate for the rich and broad ranging visual arts culture in New Zealand. We cater for an increasingly diverse population of artists and visitors, creating opportunities for all to access, learn and experience art.</p> <p>TAG strives to be hub for cultural inclusiveness and Māori experiences, engaging a range of stakeholders to promote Tauranga's unique identity and enabling Tangata Whenua engagement. We value fruitful and enduring exchanges with iwi.</p>

<b>Position Purpose</b>	
<p>The purpose of the Office and Accounts Manager is to</p> <ul style="list-style-type: none"> <li>• Carry out the day-to-day financial and administration functions of the Gallery.</li> <li>• Responsible for the management and delivery of accurate accounting and administrative processes and information, to ensure all legislative requirements are met and factual commercial and financial information is available to enable Gallery decision making.</li> </ul>	
<b>Key Responsibilities</b>	
<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Management of the Xero finance management system including processing of accounts payable &amp; receivable invoices etc to ensure these are completed in a timely manner and in accordance with the accounts payable &amp; receivable policy / procedures.</li> <li>• Preparation and analysis of regular financial reporting and the annual operating budget for the Senior Leadership Team and the Tauranga Art Gallery Trust Board.</li> <li>• Management and processing of all payroll processes for employees and contractors through Smartly.</li> <li>• Provision of relevant financial reporting required for the completion of accountability reports to stakeholders.</li> <li>• Process month &amp; year end, PAYE, GST, FBT and support our auditors for annual reporting.</li> </ul>	
<p><b>Administration, IT, and contract management</b></p> <ul style="list-style-type: none"> <li>• Maintain and update all policies and procedures as required.</li> <li>• Work alongside Employsure to ensure all Human Resource and Health and Safety policies are up to date as required.</li> <li>• Provide support and guidance to Gallery staff, regarding administrative procedures, including but not necessarily limited to - accounting, budgeting, accounts payable and accounts receivable matters, human resource, and payroll.</li> <li>• Maintain of all Human Resource records and prepare all appropriate documentation including employment agreements for new staff.</li> <li>• Provide the IT, payroll, and administration induction for new employees.</li> <li>• Set up new employees IT and telecommunication requirements and provide ongoing support.</li> <li>• Book travel and accommodation where required for artists, staff, board members etc.</li> <li>• Work alongside relevant staff to monitor service contracts with existing suppliers and service providers.</li> <li>• Support to the Business Development and Experience Manager with sponsorship proposals and funding applications.</li> <li>• Provide administration support to the Director and Chairman of the Board as required in the preparation of board reports and other administration.</li> </ul>	

<b>Relationships</b>	
<b>Internal</b>	<b>External</b>
All staff, volunteers, contractors, and trustees.	All clients, visitors, and service providers

Key Competencies	Qualifications and Experiences
<ul style="list-style-type: none"> <li>• <b>Relationships</b> – establish and maintain strong relationships with TAG staff, visitors, and clients etc.</li> <li>• <b>Inclusivity</b> - understands why inclusivity is important for the Gallery and seek to understand people’s different cultures, ideas, and experiences.</li> <li>• <b>Planning and organising</b> – sets clearly defined objectives, planning activities well in advance and effectively accomplishes tasks and expected deadlines</li> <li>• <b>Manages risk and reputation</b> - recognises the importance of complying with processes and procedures designed to maintain and protect the reputation of the Gallery</li> <li>• <b>Attention to detail</b> – excellent attention to detail and organisation skills to complete financial reports.</li> <li>• <b>Sustainability</b> – recognise the need to improve our environmental footprint by reducing the use of paper and increasing the use of technology online platforms.</li> </ul>	<ul style="list-style-type: none"> <li>• An accounting qualification and/or relevant experience</li> <li>• Demonstrated analytical and problem-solving ability</li> <li>• Experience in analysing financial data help with decision making.</li> <li>• Experience with accounting software particularly Xero.</li> <li>• Experience in payroll and HR administration</li> <li>• Good business acumen</li> <li>• A customer focus both externally and internally combined with a general willingness to help others.</li> <li>• High level of accuracy and attention to detail.</li> <li>• Excellent communication skills, both written and verbal</li> <li>• Ability to multitask</li> <li>• Good computer literacy – Excel and Microsoft Teams</li> </ul>

<b>OBLIGATIONS AND EXPECTATIONS</b>	
Employee obligations and expectations are outlined in the Tauranga Art Gallery Employee Handbook and Health and Safety Handbook.	
Signed:	I understand and accept the requirements of the position described <a href="#">above</a>
Date:	Print Name: