



Job Description

Job Title: Operations & Finance Manager
Reports to: National Director
Station: Christchurch

JOB SUMMARY

We are looking for a person with strong leadership and management skills. We are a team that has big vision and big ideas, seeking someone to help move us from ideation to implementation. The Operations & Finance Manager's role is to oversee the running of the NZCMS office and operations. This person will plan, coordinate and also oversee various functions of the office including doing the accounts. The role also includes working with the National Director as his Executive Assistant.

Key Tasks

1. Finance

- Preparation and payment of overseas allowances to Mission Partners and projects
- Payment of invoices and salaries for the home staff and payment of PAYE
- Reconciling expenditure
- GST returns
- Preparation of the annual accounts for the auditor
- Preparation of the annual budget and monthly finance reports

2. Operations Management

- Bridge the gap between big picture vision and strategic activation
- Ensure synergy of the team and efficiency of the organisation's functions
- Manage building, car park, tenant leasing and maintenance
- Deal with suppliers, including ordering supplies
- Office management and general admin tasks
- Organise meetings such as board and staff meetings
- Attend staff meetings and contribute to the effective running of the organisation

3. Executive Assistant to National Director

- Support the National Director to fulfil the vision of the Society
- Assist the National Director to design, oversee, implement and report on the Society's strategic and operational plans
- Act as secretary for board meetings, including arranging travel and accommodation for board members
- Ensure adequate and timely communication is provided to our partners locally and overseas

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- A living and growing relationship with Jesus
- Evangelical convictions and belief demonstrated by word and action both privately and publicly
- An openness to God's leading and a willingness to learn
- A capable manager who can administer projects and multi task
- Project management experience
- Be able to relate easily to people from a wide range of backgrounds
- Excellent written, verbal and listening skills
- Computer skills, including experience with databases and Microsoft Excel
- Ability to use accounting software programs. Accounting skills or qualification is desirable
- An ability to motivate and encourage others and to exercise leadership
- A proven ability to self-manage, prioritize and solve problems
- Be comfortable with administrative responsibilities and be able to carry them out conscientiously and meticulously and yet keep the big picture
- An ability to work during weekends and attend evening meetings when needed
- Possess down-to-earth common sense as well as a reliance on the leading of the Holy Spirit
- Excellent and sensitive team builder
- Sense of humour
- Understanding Strength Finder is desirable

If all or most of the above role description appeals to you, we would like to hear from you.
Please send your expression of interest and CV to steve@nzcms.org.nz (ph. 03 377 2222 ext. 5)

Applications close 20 July 2017