



Title: Finance Administrator
Reports to: Finance & Business Partnering Manager **Direct Reports:** None
Location: 96 West End, Kaikoura **Date:** April 2026

Background

The Finance Administrator provides hands-on high-quality financial administration and operational support across the finance team, supporting efficient council operations and strong financial controls.

Position Purpose:

The Finance Administrator is primarily responsible for delivering accurate, timely and compliant Accounts Payable and operational finance administration for the Council.

The role ensures supplier invoices and payments are processed in accordance with Council policies, internal controls and statutory requirements, and that supplier data integrity is maintained.

In addition, the Finance Administrator provides secondary support to bank reconciliations, debt management and revenue functions as required, and assists with month-end processes, reporting and continuous improvement of finance systems and processes.

Areas of Responsibility:

These tasks are not recorded in order of importance. Key deliverables / expected results will be agreed with the Finance & Business Partnering Manager on a regular basis.

<p>Accounts Payable & Finance Operations</p>	<ul style="list-style-type: none"> • Process supplier invoices accurately and efficiently using Council financial systems, including scanning and e-invoicing platforms • Ensure invoices are correctly coded, matched to purchase orders and receipted where required • Prepare and execute payment runs in accordance with approved payment terms, internal controls and Council policy • Maintain accurate and up-to-date supplier master data, including set-up and changes • Reconcile supplier statements and investigate and resolve discrepancies • Monitor aged credit balances and outstanding items and follow up as required • Respond to supplier queries professionally and in a timely manner • Ensure all Accounts Payable documentation is complete, accurate and audit-ready
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Finance Systems, AP Processes & Continuous Improvement	<ul style="list-style-type: none"> • Support the effective use and ongoing improvement of Accounts Payable scanning and e-invoicing systems • Assist with system rollouts, upgrades and process changes related to invoicing and payments • Monitor system performance and identify issues or opportunities for improvement • Maintain Accounts Payable process documentation and workflow maps • Provide guidance and basic training to staff on purchase order and invoicing requirements • Support Finance Projects as necessary
Daily Bank Reconciliation and Month End	<ul style="list-style-type: none"> • Perform daily and periodic bank reconciliations. • Match cash, card and expense transactions to the correct general ledger, debtor or creditor accounts • Assist with month-end close processes including accruals and balance sheet reconciliations • Ensure reconciliation documentation is accurate and audit-ready
Debtors & Revenue Support	<ul style="list-style-type: none"> • Provide cover and assistance for debtor invoicing, receipting and allocations during peak periods or staff absences • Assist with basic debt follow-up and reconciliation tasks as directed • Support revenue and fees processing as required to maintain business continuity
Reporting, Compliance & Audit Support	<ul style="list-style-type: none"> • Provide finance operations and Accounts Payable data to support internal reporting • Assist with internal and external audit queries by supplying documentation and explanations • Support statutory and regulatory returns (e.g. GST) under direction
Working Relationships & Communication	<ul style="list-style-type: none"> • Maintain effective working relationships with Council staff, suppliers and contractors • Provide clear and timely finance-related information to internal stakeholders • Work with the Executive Officer as required to support information requests
Budget	<ul style="list-style-type: none"> • None
Delegations	<ul style="list-style-type: none"> • No financial delegations

Key Relationships:

Internal

- Council staff
- Leadership team

External

- Suppliers and contractors
- Ratepayers
- Clients

Person Specification:

Skills & Experience	Essential	Desirable
Experience in an accounts payable, finance administration or similar transactional finance administration role	✓	
High level of accuracy and attention to detail when processing financial transactions	✓	
Sound knowledge of MS Office suite especially Excel		✓
Clear written and verbal communication skills		✓
Ability to prioritise workload and meet deadlines in a high-volume processing environment	✓	
Ability to work collaboratively within a team and follow established processes	✓	
Experience working in a Local Government or public sector environment		✓
Exposure to financial systems, invoice scanning or e-invoicing platforms.		✓
Understanding of basic accounting principles.		✓
Experience supporting audits or compliance activities.		✓
Exposure to debtor, revenue or bank reconciliation processes		✓

Required Competencies:

Deciding and Initiating Action	Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes.
Working with People	Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
Communicating	Speaks fluently; expresses opinions, information and key points clearly; projects credibility.
Writing and Reporting	Writes clearly, succinctly and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way.
Applying Knowledge and Technology	Applies accounting principles; uses technology to achieve work objectives; develops job knowledge; demonstrates an understanding of different organisational departments and functions.
Adhering to Principles and Values	Upholds a high standard of ethics and values; demonstrates integrity; promotes and defends equal opportunities; encourages organisational and individual responsibility towards the community and the environment.

Kaikōura District Council Vision and Values:

One Team - delivering excellent customer experience Our four pillars:



General:

As an employee of the Council, you are required to:

- Be associated as required with civil defence emergency management, or any exercise that might be organised in relation to the Council function.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Responding to the changing needs of Council, performing other tasks as reasonably required.
- To ensure that Tikanga Māori and the Treaty of Waitangi is given proper consideration in all activities.
- Be responsible for providing a safe work environment, implementing KDC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety.