**The Colville Project**

 **Job Description**

**Position:**  The Colville Project Finance Support

**Type:**  Part-time (4 hours per month)

 Fixed term end date 31/3/2024. (FT due to uncertain funding)

**Role Purpose:** To support the Colville Project Trust Board with

**Background:** The Colville Project is a social change and community development project governed and managed by The Colville Project Charitable Trust (TCPT). TCPT was registered with the Charities Commission in 2018. Our beneficiaries are the communities of the Northern Coromandel Peninsula from Papa Aroha on the west coast, north to Moehau and southeast to Tuateawa.

Our vision: The Northern Coromandel Peninsula is a thriving place to live, work and play across our lifespan.

Our mission: Ensure the ongoing wellbeing of the Northern Coromandel Peninsula community to support a strong circular economy.

**Reporting to:**  The Colville Project Trust Board (*the Board*)

**Key relationships:** The Colville Project Trustees, contractors and staff

 TCP Accountant/Auditor

Representatives of funding agencies, relevant government departments (e.g. IRD) and other organisations as appropriate

**Specific duties - Service Specifications**

**1. Strategic**

* Consult with and report regularly to the Board through the Board Treasurer
* Work with Treasurer and other delegated persons to prepare and update budget/s
* Prepare required formal financial reports for presentation by the Treasurer at meetings of the Board
* Identify and report against significant financial trends, potential or real financial risks, implications arising from Board financial decisions and issues arising from policy matters and/or changes in the basic assumptions upon which the Trust’s policies are based
* Direct relevant emails and other communications to the Board Treasurer
* Contribute to the review of the Board’s Financial Management Policy as required

**2. Financial Administration**

* Operate within and according to the guidelines of the TCP Trust’s Finance Policy
* Reconciliation of payments and income using Xero, including allocation and tracking against appropriate funders
* Complete GST returns and payments on time
* Process approved reimbursements
* Ensure rebates and remittances apply, e.g. TCDC and WRC
* Set up payments in Kiwibank account, and notify those with delegation to authorise payments
* Invest funds as directed by Board
* Provide appropriate information to the Communication and Funding Contractor (or other delegated personnel) to support funding applications and/or accountability reporting, as required
* Liaise with Board Accountant and/or Auditor, and provide necessary information to enable completion of end-of-year financial performance reporting