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|---|---|----------------------|-----------------|-----------------|-----------------|----------------|--|-------------|----------|--------------|------------|----------------|-------------|----------|---------|--------------------|----------------------|-----------------|-----------------|-----------------|----------------|
| Position: | Finance and Funding Contractor or employee (Fixed term position for 12 months) | | | | | | | | | | | | | | | | | | | | |
| Dates: | <table border="1"> <tr> <td>Advertising</td><td>Deadline</td><td>Shortlisting</td><td>Interviews</td><td>Referee checks</td><td>Appointment</td><td>Starting</td></tr> <tr> <td>14/4/22</td><td>Tuesday 24/5/22</td><td>Thursday 26/05/22</td><td>Tuesday 31/5</td><td>Thursday 2/6</td><td>Thursday 2/6</td><td>Tuesday 7/6</td></tr> </table> | | | | | | | Advertising | Deadline | Shortlisting | Interviews | Referee checks | Appointment | Starting | 14/4/22 | Tuesday 24/5/22 | Thursday 26/05/22 | Tuesday 31/5 | Thursday 2/6 | Thursday 2/6 | Tuesday 7/6 |
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| 14/4/22 | Tuesday 24/5/22 | Thursday 26/05/22 | Tuesday 31/5 | Thursday 2/6 | Thursday 2/6 | Tuesday 7/6 | | | | | | | | | | | | | | | |
| Purpose: | To administrate TCPT Finance (administration) and to write funding applications (research and submit grant applications) | | | | | | | | | | | | | | | | | | | | |
| Pay: | Contract/employee position at \$26-31 per hour (depending on the type of contract) | | | | | | | | | | | | | | | | | | | | |
| Reporting to: | The Administrative lead and TCP Trustees | | | | | | | | | | | | | | | | | | | | |
| TCP Background | | | | | | | | | | | | | | | | | | | | | |
| <p>The Colville Project (TCP) (originally The Colville Community Facilities Project), is focused on the communities of the far Northern Coromandel Peninsula and was formed in response to community need in 2016, by founding partners Colville Community Health Trust (CCHT) and Colville Social Service Collective (CSSC).</p> <p>VISION: The Northern Coromandel Peninsula is a thriving place to live, work and play across your lifespan.</p> <p>PURPOSE: Ensure the ongoing wellbeing of the Northern Coromandel Peninsula community to support a strong circular economy.</p> <p>VALUES: Innovation and Responsiveness: We embrace open-minded solutions and engage with new opportunities Sustainable Environments: We have positive and enduring social, economic and ecological impact Community Focused: We build authentic relationships with our local and wider communities Integrity: Our actions are ethical, transparent, and align with Te Tiriti o Waitangi.</p> | | | | | | | | | | | | | | | | | | | | | |

Our project envisages self-sustaining Upper Northern Coromandel communities, retaining their unique character, while expanding essential services and social connections. We've developed a plan to meet identified needs, through building an environmentally responsible, purpose-built community centre, varied housing options and recreational facilities which meet the needs of our wider community.

Key Relationships:

1. TCPT Trustees
2. Administrative lead
3. Project manager
4. Funders
5. Accountant

Key Tasks:

Finance tasks

6. Pay bills
7. Pay wages
8. PAYE
9. Compile monthly financial reports
10. Create transactions on Kiwibank account and ask for a trustee to authorise the payment
11. Create receipt for donors who ask for it
12. GST tracking, GST returns...
13. Reconcile bank transactions on Xero
14. File documents, either online or in ring binders (most numbers people still prefer to have paper copies as back up)
15. Financial reports every month, present to trustees at Trustee meeting
16. Report on financial transactions that are different/excessive/etc at Trustee meeting
17. Answer questions from trustees on financial transactions
18. Advise trustees on what expenditures can and cannot be allocated to specific funders
19. Manage budget on Xero budget manager
20. Prepare Annual budget (July) and budget tracking. Update budget and present report to trustees every Trustee meeting
21. Variance report
22. Prepare financial audits
23. Prepare financial annual reports for accountant
24. Keep up with IRD letters/requests/changes

FUNDING tasks

25. Identify potential grant and funding opportunities
26. Get quotes for projects and access appropriate funders

27. Communicate with funders to clarify requirements and approach
28. Create relationships alongside Trustees with funders
29. Create and update the funding application calendar
30. Prepare grant application
31. Prepare accountability report to funders
32. Share successful funder logos with TCP website, Panui and Annual report
33. Have applications reviewed by Administrative Lead/Trustee before submitting
34. New grants are to be approved by Trustees
35. Distribute successful funds to appointed Funders in Xero
36. Funding Report to trustees at Trustee meeting
37. Share important dates with the Trust

Person Specification:

The successful applicant should have the following attributes, knowledge and skills:

1. Excellent written communication skills – experience in preparing grant applications is a particular advantage.
2. Good IT skills, especially Excel and Word are essential.
3. Experience on Xero is a particular advantage.
4. Demonstrate willingness to learn and develop skills (eg: on Xero).
5. Proven experience on managing a budget.
6. Reporting skills.
7. Demonstrated research skills.
8. Good oral communication skills.
9. Knowledge of the funding sector is an advantage.
10. Proven ability to work independently and follow directions.
11. Knowledge of the wider Colville community would be an advantage.