



## **Job Profile**

### **Finance and Administration – part time**

#### **About Dwell**

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Our vision is affordable quality homes where people flourish.

Dwell is a community housing organisation that provides affordable housing to people on low incomes and in need. Dwell Housing Trust was formed by the merger of Wellington Housing Trust and Mahora House Inc, creating an organisation with a long track record in the social housing and mental health sectors.

We are a close knit team of committed, passionate professionals who are really proud of what we do.

Read more about our mission, history and goals at [www.dwell.org.nz](http://www.dwell.org.nz)

#### **Purpose of the role**

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- To undertake the financial management duties required to support Dwell to function efficiently and effectively.
- Overall administration of financial systems, planning and reporting.
- To support the management and board of Dwell to meet our financial and strategic goals.

Given the small size of the organisation, the position will work across the entire finance function.

#### **Key relationships**

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- Chief executive
- Other staff, contractors and volunteers
- Dwell board
- Government agencies: Ministry for Business, Innovation and Employment, Ministry of Social Development
- Tradespeople, suppliers and contractors
- Dwell tenants and other customers

#### **About the role**

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Responsible to: Chief Executive  
Direct reports: None  
Location: Dwell Housing Trust Office, Victoria Street, Wellington  
Hours: 18 hours per week  
After hours: Occasional on-call work may be required  
Salary: \$60,000 - \$70,000 pro rata

## Key responsibilities

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### Accounts processing

Outcome:	All accounts are processed in a timely and accurate manner in line with Dwell's systems and processes.
Key responsibilities include:	Accounts processing, including ensuring that all receipts, payments, and invoices are processed to meet organisational goals and audit requirements. Preparation of monthly payment batches ready for Chief Executive and trustee approval. Completing reconciliations to general ledger. Providing advice, support and work proactively to improve processes to ensure Dwell's accounts processes operate efficiently and effectively. Filing all relevant documentation.

### Account management

Outcome:	All accounts and mortgages are well monitored and controlled.
Key responsibilities include:	Performing weekly banking reconciliations and month end general ledger reconciliations. Monitoring cash flow, cash and any short-term investment management. Managing petty cash processes ensuring record keeping is accurate and balances are regularly reconciled. Maintaining bank mandates. Identifying cash management opportunities and highlighting any cashflow risk to Chief Executive. Keeping up-to-date records and information about all mortgage accounts, terms and balances. Assisting Chief Executive to ensure all mortgage facilities are managed effectively.

### Month end and other finance administration

Outcome:	Wider team is supported with the provision of timely and accurate monthly financial accounts.
Key responsibilities include:	Completing regular activities such as month end processes, file management, data entry, database maintenance and other projects as required. Assisting Chief Executive with the management of Dwell contracts such as office lease and telecommunications contract. Assisting Chief Executive with insurance to ensure all Dwell properties are adequately insured and Dwell has all appropriate insurances. Assistance and support with other tasks as needed and appropriate. Assisting other members of the team with invoicing.

## Reporting

Outcome:	Production of timely and reliable accounts information and reports
Key responsibilities include:	Preparation of monthly financial statements, including profit and loss, balance sheet and cashflow reports. Preparation of the bi-monthly financial performance reports for the Board. Assistance with the preparation of annual financial statements. Liaison with Dwell auditors for all queries and adjustments during the audit process.

## Relationships

Outcome:	Relationships with staff and stakeholders are mutually beneficial and strong.
Key responsibilities includes	Building and maintaining reciprocal relationships with staff, creditors and other stakeholders to enable achievement of goals and outcomes for both parties. Ensuring that relationships are built with consideration of the Dwell values. Dealing with enquiries in a professional, efficient manner with an awareness of the various Dwell services available. Providing back-up to the rest of the Dwell team when required. Assisting others with funding applications as needed.

## Customer Service

Outcome:	Financial management is held in high regard by Dwell staff, board and our tenants and other stakeholders. This role is seen as responsive and facilitates rather than hinders work.
Key responsibilities include:	Responding to requests and inquiries within agreed timeframes. Providing information and reporting as requested. Forwarding requests to appropriate person if unable to answer or provide.

## Projects or other duties as required

Outcome:	Performing other duties which may reasonably be required which fit the role's purpose, and for which the position holder is qualified or has received adequate training or instruction.
Key responsibilities includes	Assisting CE to prepare and monitor the annual operational budget and budgets for projects. Ad-hoc assistance with housing project accounting and applications. Maintaining the asset register. Maintaining an attitude of continuous improvement, suggesting ways to improve processes and participating/leading process improvement projects.

The key responsibilities of the role may change from time to time to ensure that Dwell is able to adapt and respond to changes in the business environment. Any significant changes would be discussed between the jobholder and their manager.

## **Person Specification**

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### **Experience**

#### **Essential**

- 5 - 7 years' experience in similar role/s

#### **Desirable**

- Experience working in a housing or property environment
- Experience working in the not for profit sector.

### **Skills**

#### **Essential**

- Xero – has previous experience working with Xero and thorough working knowledge of this system.
- Excellent knowledge of the account processing processes to enable data scrutiny and process improvement.
- A very good working knowledge of financial management systems.
- Excellent working knowledge of Microsoft Word, Excel and Outlook.
- Attention to detail – completing all tasks with attention to accuracy and quality of output.
- Communication - is able to communicate clearly and effectively and relates well to a wide range of people in both oral and written format and listens very effectively.
- Teamwork - is co-operative, gets along well with colleagues and creates a sense of team spirit.
- Flexibility - is able to adapt approach and plans to fit with changing conditions, tasks, responsibilities, or people.
- Problem solving – is able to identify problems and rationally develop and provide solutions, involving others where appropriate.
- Innovation and creative thinking – is able to generate creative and practical ideas, and solutions to problems.

#### **Desirable**

- Resilience - remaining calm and self-controlled under pressure; reacting well to change and staying positive despite setbacks; keeping difficulties in perspective.
- Relevant tertiary qualification.

Any questions about the role or Dwell please email us on [work@dwell.org.nz](mailto:work@dwell.org.nz)