



Job Title	Accounts & Payroll Administrator
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Purpose of the Role	To process weekly payroll and supplier payments as well as assist in general accounting administration.
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The Court	<p>Hidden in Christchurch’s suburb of Addington is New Zealand’s largest theatre company. In its post-earthquake refuge “The Shed” - an old grain shed – is a magical world of happiness, laughter, drama and intrigue. Inside the walls of “The Shed” is a diverse and dynamic company of 35 permanent staff plus hundreds of artists and artisans who produce 19 productions each year. Over 120,000 ticket buyers enter The Court each year to feast on the varied offering of theatrical works, all created and produced on-site.</p> <p>The Court has matched the ever-diversifying Christchurch population and creates and supports work for everyone in our community including children and families, for the Tangata Whenua and for Christchurch’s growing Pasifika communities. We have a strong education programme and we support new writing for theatre.</p> <p>The Court Theatre is your theatre. Whoever you are. Come and be part of our team.</p>
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Our People	Our people are resilient and flexible learners who are highly skilled team players.
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Our Vision & Values	<p><u>The Court Theatre’s Vision</u> – The Court Theatre is your theatre, whoever you are.</p> <p><u>The Court’s Artistic Vision</u> – To provoke stirring reactions through great theatre experiences that question and celebrate our humanity.</p> <p><u>Maiatanga – Courageous</u>: We work fiercely and bravely, knowing that reward requires risk. We are not afraid to push into the unknown</p> <p><u>Manaakitanga – Welcoming</u>: We make all who come to The Court welcome. The Court is an inclusive place to gather. We are respectful</p> <p><u>Whanaungatanaga – Belonging</u>: We are whanau. We celebrate diversity. We share experiences</p> <p><u>Kotahitanga – One Team</u>: We work together as one team for The Court</p>
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Key Responsibilities

- Work collaboratively within the Finance Team to ensure smooth, efficient and accurate processes.
- Process:
 - Weekly payroll.
 - Weekly supplier payments.
 - Daily sales and bank reconciliations.
 - Filing tax payments (PAYE, GST etc).
- Ensure all employee details are kept up to date within the payroll system.
- Provide backup for the Administration Assistant as required.
- Abide by all policies and procedures of The Court Theatre and ensure that these are adhered to
- Ensure adherence to Occupational Health and Safety Act
- Any other duties as required by the Financial Accountant and/or Chief Executive

Key Skills

- A minimum of three to five years relevant experience.
- Experience in:
 - Payroll management.
 - Filing relevant tax requirements (GST, PAYE etc).
 - Accounts payable and receivable.
- Experience in Xero accounting software.
- Good IT skills with experience in Microsoft Office and payroll systems.
- An ability to work quickly and accurately against tight deadlines.
- A positive, “can do” attitude.

Core Competencies

CUSTOMER FOCUS:

- Demonstrates ability to provide outstanding levels of service and commitment to understanding and meeting external customer needs in a timely and effective manner.
- Constantly seeks new ways to improve the level of customer service.
- Anticipates expectations and requirements.
- Finds opportunities to get to know external clients/internal customers and improve understanding of their needs.

TEAMWORK:

- Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members.
- Fulfils commitments to team members.
- Is willing to change ideas or work practices if it helps the team achieve its goals.

- Can quickly find common ground and solve problems for the good of all.
- Creates strong morale and spirit in the organisation.

DRIVE FOR RESULTS:

- Continually looks for ways to improve and promote quality.
- Has an ability to focus on getting things done to ensure the organised and effective execution of activities, plans and strategies.
- Actively monitors and communicates standards and goals.
- Delivers results on time and to budget.
- Can prioritise to deliver highest impact outputs.
- Perseveres to attain results.

COMMUNICATION SKILLS:

- Organises and expresses ideas and information clearly, using appropriate and efficient methods of conveying information.
- Has an ability to communicate with others in an effective, respectful, open and collaborative way. Relates well to all kinds of people.
- Listens attentively and uses questions to check for understanding and elicit all relevant information.
- Can adapt for various audiences and demonstrates diplomacy and tact.

TECHNICAL SKILLS:

- Possesses skills and knowledge to perform the job competently, and has the service skills, technical and operational abilities to contribute to results.
- Works at keeping up to date with the trends and ideas for the business within the functional discipline and industry.
- Looks for ways to permanently optimise work.
- Builds networks with other professionals in their field.
- Demonstrates an openness to examine new methods and technologies.

LEADING CHANGE:

- Demonstrates the ability to use change as an opportunity to grow and develop people and the business.
- Is persuasive and effective in articulating the case for change.
- Makes suggestions to improve the effectiveness of implementation of change.
- Creates an environment where others are comfortable with change. Demonstrates a high level of adaptability to changing priorities.
- Understands the origin and reasoning behind key policies, practices and procedures.

