

Application for Appointment (Non-Teaching)

Information Statement

The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

POSITION APPLIED FOR **Finance and Accounts Administrator**
Permanent | Part time

PERSONAL DETAILS

Full Name:	Mr/Mrs/Ms/Miss/Other:	
Postal Address:		
Telephone Nos: Home:	Mobile:	
Email Address:		
Ministry of Education Employment No (if previously employed in the education sector):		
Date of Birth:	Gender: M/F (please circle)	Ethnicity:
Emergency Contact Name:		
Telephone Nos: Home:	Mobile:	
Are you a New Zealand Citizen/Resident* or do you hold a Work Visa/Permit*? (*Please circle as applicable. Relevant documents must be sighted.)		
Any other personal details relevant to your application for appointment:		

CURRICULUM VITAE

Please ensure your CV contains (or include on separate sheets) the following:

1. An outline of relevant qualifications and experience, including your current position.
2. The strengths and abilities you would bring to this position.
3. An indication of subjects (and levels) you would be prepared to teach.
4. Those ex-curricular activities you are willing to assist with.

REFEREES

Please provide the names and addresses of two referees who may be contacted to provide information to support your application.

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

DECLARATION

Please describe any injury or illness, or other known conditions, you have that may affect your ability to effectively carry out the duties and responsibilities of the position:

Have you ever been convicted of **any** offence against the Law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in the school environment?

YES / NO (please circle)

If YES, you may be asked to provide a copy of the relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.
- I give Nayland College permission to seek information about my employment and personal background from nominated referees. I understand that this information will be treated in complete confidence, and only used for staff selection purposes.

Applicant's signature:

Date:

Please return this form in an envelope clearly marked JOB APPLICATION along with your CV and covering letter to:

Daniel Wilson
Principal
Nayland College
166 Nayland Road
Stoke 7011
Nelson

School Ph: (03) 547 - 9769
Fax: (03) 547 - 3498

Email: belinda.lee@nayland.school.nz



INFORMATION FOR APPLICANTS

POSITION

Finance and Accounts Administrator

Permanent/Part-time

32.5 hours per week, 44 weeks per year*

* 40 weeks during term time, plus 4 weeks during term breaks (on flexible arrangement), as some finance functions need to be completed outside of term time.

Nayland College is a large co-ed secondary school located in Stoke, Nelson. We're looking for a new Finance 'superstar' to autonomously manage the day-to-day finance administration of our school.

This position provides accounts payable and receivable administration and backup support for our Payroll Administrator.

Ideally you will have extensive experience with Xero and be tech and financially savvy. The successful candidate will be proficient in the use of Microsoft products such as Excel and Word.

You will have an outgoing friendly personality, work well under pressure and easily work autonomously completing the required tasks of the position.

The hours of work are 8.30am to 3.30pm, Monday to Friday (30 minutes for lunch). We offer flexibility with hours and a competitive salary.

Applicants must have NZ residency or a valid NZ work visa. Appointment will be subject to a satisfactory police vet.

APPLICATION

Applications close at **12 noon Friday 15 August 2025.**

Please complete the attached application form, include a covering letter and CV detailing qualifications and previous experience, and either email or post to the details below.

Email: belinda.lee@nayland.school.nz

Address: Nayland College, 166 Nayland Road, Stoke, Nelson 7011

**INTERVIEWS**

Shortlisted applicants will be contacted for an interview within one week of the closing date.

APPOINTMENT

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties by negotiation.

ADDITIONAL INFORMATION

Enquiries can be answered by:

Belinda Lee – Executive Assistant and Board Secretary

P: 03 547 9769

E: belinda.lee@nayland.school.nz

NON-TEACHING JOB DESCRIPTION 2025



NAME

POSITION

Finance and Accounts Administrator

HOURS

32h.30m per week during school terms. Additional hours in term break will be required.

TENURE

Permanent

RESPONSIBLE TO

(i) Business Manager (Janette Jessop)

GENERAL DESCRIPTION OF DUTIES

<p>General expectations <i>As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies.</i></p>	<ul style="list-style-type: none"> a) Display a commitment to honouring the principles of Te Tiriti o Waitangi in all personal, online and digital interactions with staff, students and whānau. b) Contact with all students is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance. c) Support and enhance school administration. d) Adhere to the hours of work as arranged. e) Inform the Business Manager of any absence from work immediately (illness etc.) so that other arrangements can be made if necessary. f) Any other tasks as allocated or directed by the Senior Leadership Team.
<p>Accounts Payable</p>	<ul style="list-style-type: none"> a) Receive invoices and process through Hubdoc and ApproxaMax for approval. b) Reconcile to statements where applicable and follow up any outstanding. c) Prepare electronic payment batches. d) Maintain creditor files. e) File payment batches. f) Process Homestay payment batches.
<p>Accounts Receivable</p>	<ul style="list-style-type: none"> a) Assist with debtor payment allocation to the AR ledger. b) Reconcile bank statements with Xero. c) Follow up on overdue invoices. d) From KAMAR generate details of unpaid fees for HOD/budgetholders and follow up on payment progress. e) Send out KAMAR statements to parents and follow up with any unpaid sports trips, events, OED activities. f) At the start of the school year ensure KAMAR is set up correctly for the recording of all school trips, events and activities. g) Finalise month-end income accounts. h) Finalise year-end income accounts. i) Regularly allocate credit balances. j) Accurately prepare banking and reconciliations as required. k) Set up subject fees in KAMAR prior to the start of each year.

Monitoring Income Funds	<ul style="list-style-type: none"> a) Receipt all money into the school via KAMAR ensuring receipts balance to what has been posted into Xero. b) Receipt all money paid directly into the school bank account and either allocate to a debtor account or raise an invoice in Xero for the funds. c) Enter automatic payments received via the school bank account into KAMAR. d) Balance and maintain the floats on a daily basis. e) Prepare daily banking and reconciliations. f) Administer petty cash. g) Action refunds for students.
Finance/GL	<ul style="list-style-type: none"> a) Allocate school minivan charges on a monthly basis using a GL journal. b) Reconcile the school's Balance Sheet accounts on a monthly basis. c) Ensure the Chart of Accounts are up to date and issued. d) Provide the GL transaction lists for HODs and answer any queries about coding.
General	<ul style="list-style-type: none"> a) Create KAMAR changes for all departments across the campus. b) Liaise with staff and parents regarding activity changes and associated permission slips. c) It should be noted that other tasks and duties may be allocated by agreement in consultation with the Business Manager and the Principal as and when required.

PROFESSIONAL DEVELOPMENT AND REVIEW

The Finance and Accounts Administrator is expected to set professional goals and participate in the Nayland College Professional Development process.

Professional Development discussions with the Business Manager will help identify strengths, highlight issues needing resolution and confirm professional goals. The Finance and Accounts Administrator will undertake training identified as necessary. Performance will be reviewed with respect to the effectiveness with which the key tasks detailed in this job description are being performed.

Note: This job description should be read in conjunction with the relevant Contract of Employment. This job description may be reviewed annually at the discretion of the Principal.

Daniel Wilson

Principal

Date:

Finance and Accounts Administrator

Date:
