

JOB DESCRIPTION

POSITION: **Administration Support – The Care Foundation**
Part-time FTE .25

RESPONSIBLE TO: General Manager – The Care Foundation

FUNCTIONAL RELATIONSHIP WITH:

Internal

- Care Foundation Trustees
- HNZ Management
- Specific HNZ Staff:
 - Applicants
 - Finance Dept
- Other Health New Zealand Staff

External

- Applicants
- Donors
- TCF Bank (Westpac)
- TCF Auditor (Crowe)
- Other Charities

CONTEXT THIS POSITION OPERATES WITHIN

The Care Foundation is a partnership with Health NZ Nelson Marlborough to identify and fund key health needs at both Wairau and Nelson hospitals and in the communities of the Marlborough, Nelson and Tasman Region. We work with and within Health NZ Nelson Marlborough and with other local Health providers to fund vital initiatives and enhancements that simply wouldn't be possible without the continuing generous support of the people in our region. Donations provide the extra services and medical equipment that the Government is unable to fund and are distributed to meet a great variety of needs in the community.

PURPOSE OF THE POSITION

- Support the effective administration and day-to-day operations of The Care Foundation through maintaining and improving systems, databases and processes.
- Provide administrative, financial, governance and communications support to the General Manager and Trustees.
- Support and enhance The Care Foundation's relationships and reputation with its stakeholders, including donors, applicants, Health New Zealand Nelson Marlborough and the wider community.

QUALIFICATIONS, SKILLS AND ATTRIBUTES

- Confident with Microsoft Office Suite (particularly Excel) and computer-based systems.
- Strong administration, organisational and communication skills.
- High attention to detail and accuracy.
- Financially literate and comfortable working with tracking schedules and financial information.
- Proactive and confident suggesting improvements to systems and processes.
- Ability to work independently and manage priorities.
- Professional, discreet and able to maintain confidentiality.
- Ability to work collaboratively with people at all levels of an organisation.
- Complies with Health New Zealand policies including IT and Health & Safety requirements.
- Positive, adaptable and solutions-focused approach.
- Diplomacy and cooperative working style.

RESPONSIBILITIES OF THE ROLE (JOB DESCRIPTION)

- Maintain and improve electronic and physical filing systems, including documentation relating to Care Foundation trusts and funding.
- Maintain and update Care Foundation databases and tracking schedules, including trusts, applications, donors, grants and reporting.
- Maintain funding and financial tracking spreadsheets and supporting documentation.
- Support administration of approved funding, including preparing payment documentation and maintaining records for audit and impact reporting.
- Coordinate governance processes including Board and meeting administration, papers and minutes as required.
- Maintain and update the Care Foundation website with current projects, stories and impact information.
- Prepare donor, stakeholder and public communications material as required.
- Support preparation of reports and presentations (including distribution and impact reporting).
- Support the annual audit process, including compiling documentation and responding to auditor queries.
- Provide administrative and project support to the General Manager as required.
- Contribute to continuous improvement of systems, processes and organisational resources.
- Any other tasks required to fulfil the role.