



www.theorchardchurch.co.nz

Admin & Accounts Assistant – Part Time (24hrs)

ABOUT US

The Orchard is an evangelical Christian Church in Te Puke, Bay of Plenty. Our heart's desire is to glorify God by making healthy disciples of Jesus Christ. We put a high priority on teaching the Bible and sharing the good news that God loves the world. We have a small staff and an average attendance of around 200 people a week.

THE ROLE

As Admin & Accounts Assistant you will provide admin support to all staff, do the daily bookkeeping, and seek to create a warm, friendly and welcoming reception for clients, members and visitors to The Orchard Church.

The role is 24 hours a week. Hours are flexible; they can be spread throughout the week. Start date is open to negotiation for the right person.

We are looking for someone with a warm and friendly nature, positive mind set and who can keep calm and carry on if it all gets a bit stressful. You're able to prioritise and juggle different tasks. You care about getting the details right, create efficient processes and are resourceful. You enjoy being part of a team and supporting others to do their jobs well.

Key Responsibilities:

- Ensure there is a friendly, supportive and informative welcome for all entering the building.
- Administration and office support for the Church, it's staff and ministries.
- Support the Facilities Manager and help deliver front of house services
- All bookkeeping using Xero – invoicing, accounts payable, bank reconciliations, preparing receivables.
- Weekly payroll using iPayroll
- Managing petty cash
- H & S administration
- Creating office systems and processes
- Filing and document handling
- Assisting the Executive Director and Lead Pastor with general administration
- Help prepare and send out various communications to the congregation (e.g. newsletter)
- Managing the Church database
- Office and facility supply procurement and liaising with key office suppliers



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There may be scope to grow this role, especially if you have experience in graphic/marketing design, IT, website and social media management, grant applications, minute taking and administrating trusts.

ABOUT YOU

To be successful in this role you will have previous administration experience and have sound knowledge of accounting, payroll and office management practices and procedures.

The key competences are:

- Proactive approach to managing multiple priorities - uses effective methods to determine priorities, set goals, create a plan, take action and measure results.
- Trustworthiness and discretion with sensitive information
- Excellent communication skills, written and verbal
- Self-motivated with a positive outlook and a 'can do' attitude
- Great organisational and time management skills.
- Able to connect with diverse types of individuals and organisations who use the facility.
- Personal values and ethics align with those of The Orchard Church
- A sound understanding of basic accounting practices.
- Be proficient with accounting software preferably Xero & iPayroll and Microsoft Office.
- Provide effective, timely and accurate administrative support

The perks:

- Flexible hours
- Supportive staff and community of people
- Family friendly
- Good remuneration

We are looking for the right person to fit in our team so if you tick the above boxes please apply by attaching your CV and a cover letter outlining your experience to vanessa@theorchard.net.nz A full job description is available on request.

Please note that you will be required to complete a police check as part of the hiring process.