

Job Title: Finance and Grants Officer

Requirements: Part-time, Permanent

Reports to: Manager

Trust Purpose We enhance the wellbeing and quality of life for those with a breast cancer diagnosis and their whānau, so they feel connected, engaged and supported.

Trust Vision We are a strong, well-funded local organisation providing meaningful practical and emotional support to every person who needs our service throughout the Western Bay of Plenty.

Trust Values kōrero mai, kōrero atu – we inform
We use our knowledge and experience to share, speak, listen and be supportive

Ngākau aroha – we care
We are empathetic, compassionate, kind-hearted, considerate and caring

Tauawhi – we embrace
We create a safe environment where we embrace and support one another

Whanaungatanga – we connect
We build trusting relationships through shared experiences and working together

Whakamana – we empower
We confirm, enable and validate

Position Purpose

The purpose of this role is to support the kaupapa and mahi of the charity in all aspects of finance and grant applications and accountability.

Key Responsibilities

Financial : Day to day financial operations including invoicing, reconciliations, reporting and payroll.

Planning and preparing budgets to ensure financial sustainability.

- Grants** Maintain a grant funding plan that tracks grant opportunities and accountabilities and staggers grant funding throughout the year.
- Create compelling grant funding applications that are timely and accurate.
- Create templates for acknowledgement purposes and maintain a record of grant acknowledgements.
- Complete grant accountabilities in a timely manner, ensuring accuracy.
- Merchandise:** Keep accurate records of stock and conduct regular stocktakes.
- Maintain our online store ensuring accuracy.
- Source fundraising merchandise that will contribute to income generation.
- Relationships:** Demonstrate a commitment to and respect for Te Tiriti o Waitangi and support staff to incorporate this in their work.
- Embody the Values, Purpose and Vision of the organisation in service delivery, team and stakeholder relationships.
- Administration:** Provide assistance to staff with administration tasks such as template design; form creation and database accuracy.
- Other Duties:** From time to time undertake other duties as requested by the Manager, that are consistent with the overall purpose of this position.