

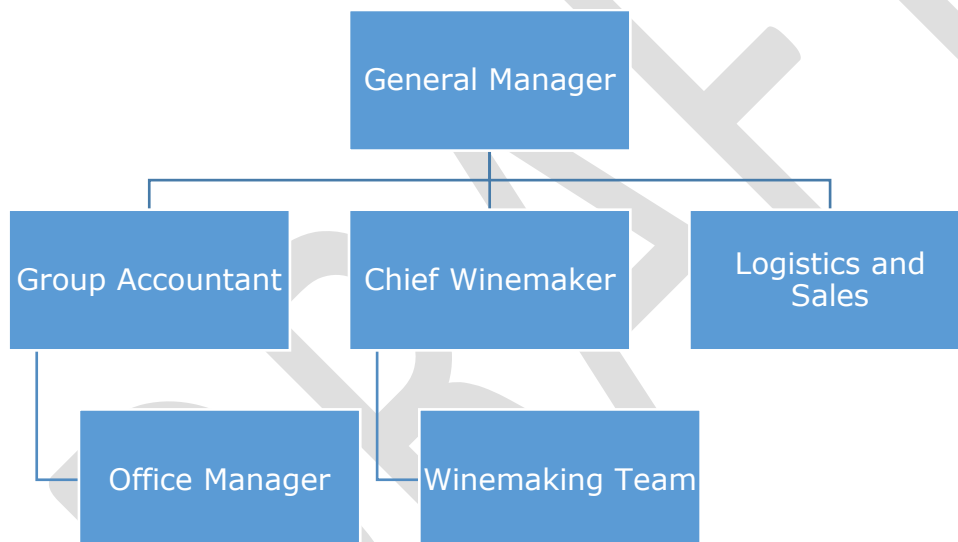


Position Description

Marlborough Vintners

Position Title: Office Manager
Responsible to: Group Accountant
Responsible for: Office Assistant
Date: February 2018

Company Structure:



Purpose:

The purpose of the Office Manager is to take ensure the smooth running of all aspects in the administration section, responsibility for the general ledgers of the company as well as undergo the efficient processing of payroll and various administrative tasks. This role is responsible for various reporting as well as assisting the Accountant.

There are 9 companies that this role will be responsible for:

- Marlborough Vintners 2011 Ltd – Contract Wine Processing
- Rapaura Holdings Ltd – Asset owning entity
- Ants Nest Vineyard Ltd – Vineyard
- Valley Road Holdings Ltd – Harvest contracting
- NZ Wine Brokers Ltd – Bulk Wine Sales Entity/Brokerage
- Ant Moore Brands – Finished wine sales (domestic and international)
- Spinning Top Wines – Finished wine sales (domestic and international)



Principle Accountabilities:

Accountability	Main Duties	Percentage
Accounts	<p>Accounts Payable</p> <ul style="list-style-type: none"> • Processes creditor invoices to the in-house system daily • Processes creditor payments and batch payments to the banking system as required • Reconciles statements to the in-house system on a monthly basis and run reports for management • Queries invoices with management as required • Ensures management signs off on invoices and codes accordingly • Liaises with creditors over any queries and requests resolution e.g. credit notes, more information etc • Reconciles statements to invoices on a monthly basis • Matches invoices to purchase orders weekly and investigates issues accordingly • Scans in to the system each creditors monthly account and file into online system once a month <p>Accounts Receivable</p> <ul style="list-style-type: none"> • Invoices customer orders as required • Processes remittance advices as required • Prints invoices & reconciles customer statements, email/post out on a monthly basis • Investigates discrepancies as required • Conducts debt collection and credit control as required • Runs various reports for Management 	45%
Payroll	<ul style="list-style-type: none"> • Verifies log in and out of online timesheets for each staff member on a weekly basis • Transfers data into IMS payroll – adding in sick/annual/public leave on a weekly basis • Prints off weekly management reports for Management to review • Prints employees pay slips and emails to employees or gives to managers to hand out • Sends pay to online banking system weekly • Completes payroll breakdown report for Management on a weekly basis • Scans reports, leave forms and other information into the system and file in personnel files once a week 	35%



	<ul style="list-style-type: none"> • Completes PAYE monthly, prints off reports, reconciles with the system, files with IRD and complete payments • Investigates staff queries and answers questions as required • Generates tax forms, kiwi saver forms, bank details forms and load into IMS payroll once completed 	
Reporting, Administration and ad hoc duties	<ul style="list-style-type: none"> • Prepares and presents reports for Management as required • Attends and contributes to the management team meetings • Maintains staff files as required both online and hard copies • Issues invoices to staff re staff accounts and chases payments as required • Works closely with winery staff for billing and client information • Orders office and stationary products as required • Manages computer backups – hard drives etc • Reception duties as required • Investigates general issues as required • Generates ad hoc reports for management as required 	20%

Competencies:

Initiative	<ul style="list-style-type: none"> • Takes responsibility for their duties with little or no oversight • Recognises and takes process improvement actions without being requested to do so • Takes responsibility for making decisions and takes actions relating to their work
Communication	<ul style="list-style-type: none"> • Open and direct – communicates in a clear, courteous manner • Changes approach if the other person does not understand, or if communication is breaking down • Reads and accurately interprets written policies, procedures and instructions
Teamwork	<ul style="list-style-type: none"> • Is able to work effectively and co-operatively with others to achieve results or the wider team's goals • Is willing to learn from others • Obtains ideas and opinions to help form decisions or plans
Work Management	<ul style="list-style-type: none"> • Prioritises work according to business importance • Able to work on, and keep track of, several tasks at once • Well organised – meets deadlines & commitments even when interrupted • Shows attention to detail - notices and corrects errors
Attention to detail	<ul style="list-style-type: none"> • Is extremely thorough in all aspects of work • Ensures correctness in all detail of work



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| | <ul style="list-style-type: none">• Has ability to focus on detailed work for sustained periods• Picks up on errors that others may have missed• Plans work thoroughly and accurately |
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Interactions:

Internal

- General Manager
- Group Accountant
- Winemaking Team
- Logistics
- Sales

External

- Independent Contractors
- Other regulators, suppliers, auditors and customers
- Company Accountants
- Suppliers

Skills, Qualifications and Experience:

- Must have 3 plus years work experience in general ledgers
- Previous Office Management experience within a commercial environment
- NCEA to year 12
- Some type of payroll experience – any system would be useful
- Good computer experience – intermediate knowledge of Excel and Word
- Good knowledge of accounting software – Xero
- Must be persistent, confidential and trustworthy
- Must be able to confront issues and be a fast learner