



POSITION DESCRIPTION  
OFFICE & FINANCE ADMINISTRATOR

## CONTEXT

The Quasar team is all about providing businesses and utilities with intelligent data to enable them to reduce costs, maximise operations and meet business goals.

We collaborate with our clients to provide them with a range of solutions, including advanced energy and power quality metering systems, Advanced Distribution Management Systems (ADMS), intelligent video security and a range of fortified communications, to assist with their diverse requirements from business analysis and reporting through to a variety of operational applications.

From extensive systems for large energy users and utilities, through to smaller sub-billing systems, our three decades of experience as a system integrator ensures each client receives a high-quality solution which meets their individual needs.

## PURPOSE

The primary role of **Office & Finance Administrator** is to work closely with the Finance & Operations Manager to ensure that the Quasar team are supported in their core functions through quality administrative, financial and management systems and processes, appropriate to the culture and size of the Company.

The **Office & Finance Administrator** will work collaboratively with stakeholders, proactively identify risks, and promoting a culture of continuous improvement.

## KEY OUTPUTS

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### FINANCE ADMINISTRATION

Support the Finance & Operations Manager by undertaking the transactional finance functions of the Company.

- Accounts Payable – maintaining supplier details, entering supplier bills, credit card transactions, reviewing these against Purchase Orders, reconciling supplier statements and ensuring payment batches are generated on time.
- Banking and Bank Account Reconciliations.
- Accounts Receivable – maintaining customer details, receipting, invoicing of recurring service contracts, processing of statements, payment follow-up and debt collection. Assist with project invoicing as required.
- Developing relationships with both customer and supplier accounts staff.
- Preparation of entries and adjustments for monthly financial reporting.
- Other financial tasks as requested by the Finance & Operations Manager.

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### ORDER PROCESSING

Process and monitor all aspects of a Customer Order from confirmation to hand-over to Engineering.

- Confirm credit account and commercial terms and escalate to the Finance & Operations Manager as required.
- Convert Quotations to Jobs and confirm to the Customer.
- Review and close the Sales Opportunity.
- Load all products against the Project.

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### PURCHASING

Ensure that both products and services that the Company requires are ordered accurately and in a timely manner.

- Generate any Supplier Purchase Orders for orders processed in accordance with the agreed timeline.
- Monitor re-order levels for all stock and non-inventory requirements.
- Proactively monitor open Purchase Orders and take follow-up actions where required.

- Coordinate with the Management Team with respect to product delays and their impact to projects and invoicing.

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#### INWARDS GOODS

Primary responsibility for all goods entering Quasar's premises.

- Check packaging for damage and take necessary steps with courier if there is a problem.
- Receipt all goods as received with corresponding invoice details as appropriate.
- Verify goods received against shipping documentation and Quasar Purchase Order.
- Ensure imported goods are supplied in accordance with the Quasar Importation Policy.
- Advise all necessary staff of inventory arrivals.
- Update product records as received.
- If goods were not purchased, then update Non-Traded Goods.

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#### OUTWARDS GOODS

Primary responsibility for all goods leaving Quasar's premises.

- Organising Freight and ensuring we are using the most cost-effective supplier.
- Ensure documentation is accurate and meets the requirements for the consignment.
- Ensure product is packaged suitably.
- Ensure exported goods are supplied in accordance with the Quasar Export Policy.
- Update product records as shipped.
- If goods were not sold, then update Non-Traded Goods.

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#### RECEPTION AND HOSPITALITY

Provide a warm, responsive, and professional first point of contact with all who interact with the Company either in person or by phone and ensure the overall environment within the premises reflects the highest professional standards.

- First response to those who enter the premises.
- First response to all telephone calls.
- Ensure any messages are accurately recorded and relayed to other staff.
- Provide swift responses to all email enquiries received to the office team.
- Monitor levels of hospitality supplies and re-order where necessary.
- Make sure reception area is tidy, friendly, and inviting.
- Manage the presentation and bookings of the meeting rooms.
- Supervise the use of the visitor system.
- Ensure all guests are offered refreshments and enjoy outstanding hospitality.
- Keep a close eye on the entire building and either directly or by liaison with cleaners or staff make sure it reflects the highest professional standards. This includes
  - Maintain kitchenette & staff room, ensuring there are clean towels and dishcloths changed regularly.
  - Keeping bathrooms supplied with towels, toilet paper and soap.
  - Maintain rubbish, green waste removal and bins including yellow and red bins.
  - Liaise with the Cleaning contractors to ensure all tasks are carried out and offices maintained to a suitable standard.
- Mornings and afternoon teas – promote a healthy and collaborate workplace by making the tea and coffees for staff to enjoy on break.
- Organise catering for company or training functions and all aspects of hospitality including dishes.
- For training events, make sure the room is ready and has all the supplies needed.

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## INVENTORY CONTROL

Ensure all inventory movements are accurately recorded and that product is stored suitably and maintained at agreed levels.

- Maintain inventory records in the Company's Accounting system, and stocks of consumable items.
- Perform regular stocktakes and adjust inventory records as required.
- Advise Sales staff of stocking levels, promote the sale of old stock.

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## CONTRACT ADMINISTRATION

Provide administrative support for our terms & conditions, service contracts, software assurance and software licenses

- Liaise with customers signing our standard terms & conditions and account opening forms.
- Credit checks on new customers.
- Ensure all contracts are filed appropriately.
- Ensure accurate details are maintained in all relevant systems for all our contracts.
- Process new software licenses within our suppliers licensing portal.

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## QUALITY ASSURANCE

Contribution to our culture of continuous improvement

- Provide input into Process Improvement.
- Action any updates to processes and procedures, including implementation and documentation.
- Support the process to define and document our procedures to achieve and maintain a quality accreditation standard.

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## GENERAL ADMINISTRATION

Ensure that Quasar staff are supported in their key functions and the policies and processes of the Company are implemented consistently by undertaking and/or co-ordinating the administration processes and infrastructure of the Company.

- Clerical aspects of the Company's activities as requested by other members of the Company.
- Maintain all customer correspondences files, general correspondence files, and customer technical files.
- Maintain effective filing systems.
- Order and maintain stationery supplies.
- Maintain the Company systems contact lists.
- Process inwards mail and post outwards mail as required.
- Maintain office equipment making sure consumables supplies are available at appropriate levels.
- Maintain the Company shared calendars.
- Coordinate the Staff Workplace Support Program and bookings with the external provider.
- Make travel bookings as required for staff travelling on business.
- Other tasks as may reasonably be required from time to time.

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## STAFF SUPERVISED

- None.

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## ACCOUNTABILITY

The **Office & Finance Administrator** reports to the Finance & Operations Manager.

## KEY RELATIONSHIPS

Quasar adopts a collaborative approach at all levels of the company, in this role the **Office & Finance Administrator** will work closely with:

- Finance & Operations Manager (Staff Development)
- Project Engineering Manager (Product lead-times)
- Sales & Client Services Team (Order Processing)
- Quasar Staff and Directors

## KEY ATTRIBUTES

### EXPERIENCE

- Experience in a wide-ranging administration role.
- Experience in an accounts or book-keeping role.
- Experience using multiple software systems.
- Experience in internal business and financial processes appropriate to a small business.
- Recent experience in a professional, busy, modern, business orientated environment is highly desirable.

### SKILLS

(One or more of the following may be sufficient)

- Ability to handle having lots on the go at once.
- Demonstrated ability to work with a wide range of people.
- Intuitive learner with proven ability to transfer knowledge to new settings and challenges.
- Effective and confident communicator.
- Highly organised and able to work effectively in an ever-changing landscape.
- Able to deal with changes and delays effectively.
- Ability to identify gaps in best practice and develop appropriate systems and processes in response.
- High level of professional competency in all forms of communication.
- Thorough working knowledge of accounting software to the extent of having an intuitive understanding rather than having to use pre-defined steps to accomplish a task.
- High skill level in the Microsoft Office suite in particular Word, Excel and Outlook.
- Comfortable working on the details with an ability to see the big picture.

### VALUES AND ETHOS

- Understanding of and commitment to the values of the Company.
- Personal commitment to authenticity and conducting all aspects of business with integrity.

### PERSONAL ATTRIBUTES

- A strong customer focus: the ability to provide a cheerful and positive interaction with clients.
- Good organisation skills and the ability and to see tasks through to completion.
- The ability to communicate with and relate well to people from all levels of business, backgrounds, ages, and cultures.
- Flexible and adaptable and can adjust your style to work effectively with a variety of people.
- Ability to create efficient and thorough work processes.
- Ability to plan, prioritise daily work assignments and exercise good judgement in managing urgent requests and changes to meet deadlines.
- Demonstrated initiative, stamina, motivation, and a strong work ethic
- Focused on attention to detail and providing a high quality and culturally appropriate frontline service.

- Professional personal presentation/grooming.

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## RESOURCES AND REQUIREMENTS

- Operate from the Company's premises in Christchurch.
- Staff are expected to maintain their own correspondence, email, and administration at a high standard.

## BEHAVIORAL COMPETENCIES

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### PLANNING & ORGANISATION

- Ability to plan, prioritise daily work assignments and exercise good judgement in managing urgent requests.
- Realistically plan and organise a project, allocating time in a manner which achieve priorities and allows for contingencies.
- Can set goals for own department and implement the planning and process steps to achieve these.
- Forward looking perspective that allows for contingencies and evolving situations.
- Ability to assist in planning, formulation and implementation of strategy and projects for both own department and in the wider Company context.
- Effective time management skills.

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### ACHIEVEMENT ORIENTATION

- Motivated to achieve goals and objectives.
- Displays a definitive sense of urgency to accomplish tasks.
- Commitment to improving quality standards in own area of expertise.

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### COMMERCIAL ACUMEN

- Sound knowledge (or ability/willingness to gain knowledge) of the products or services offered by Quasar.
- Demonstrated ability to quickly pick up workable levels of knowledge in new systems.

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### COLLABORATIVE AND TEAM APPROACH

- Respects and can integrate the capabilities of people from a wide range of disciplines and personal styles to enable an effective functioning team.
- Active participant in team structures throughout the Company.
- Committed to a collaborative approach and able to adapt to a high level of synergy amongst different team members and teams in the Company.

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### ANALYTICAL ABILITY

- Can analyse abstract, subtle, and undefined problems and information.
- Able to grasp the near- and long-term implications of a situation.
- Can analyse information on a conceptual level, as well as displaying a detailed approach.

## KEY SELECTION CRITERIA

1. Professional, friendly aptitude.
2. Planning, organisation, and control
3. Fit with the ethos, values, and approach of Quasar.
4. Technical aptitude.
5. Credibility
6. Experience in a relevant or transferable technical sector.



HEALTH AND SAFETY

1. All staff must always be conscious of potential safety problems.
2. Health and Safety Policy is in place within Quasar Systems Limited. Instructions regarding safety given by the Health and Safety representatives must always be followed.

NON-LIMITATION CLAUSE

NOTE: This position description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the organization. Employment conditions are described fully in the Individual Employment Agreement.

**This Position Description** has been read and agreed:

Employee Name \_\_\_\_\_

Signature \_\_\_\_\_

Managing Directors Signature \_\_\_\_\_

Date \_\_\_\_\_