

POSITION DESCRIPTION

Position Title:	Finance Administrator		
Reporting to:	Delivery Manager		
Direct reports:	N/A	Location:	Christchurch (Ōtautahi)
Date created:	30 November 2025	Date last updated :	17 March 2026

About Us | Mō Mātou

Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 700 kaimahi (employees).

Towards 2030 is Citycare Property’s strategy that defines the ideal future state or our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the “**High5**”. These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

Primary Focus | Te Arotahi Matua

Provide administration to the Finance and Operational teams, assisting in ensuring that all work is administered in a consistent and professional manager in line with City care policies and procedure

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

<p>Finance Administration</p>	<ul style="list-style-type: none"> • Create, manage and update purchase orders including tracking and providing information to managers • Review Flexipurchase transactions, code as required and work with managers to ensure all transactions are coded and costed to the jobs within a timely manner • Answer accounts payable and other queries as required • Utilise CCL in-house and other software systems e.g.: CAM, CEM, My Timesheet, Blueprint, Pronto, and Benchmark as required. • Prepare and submit journals for cost allocation as necessary • Provide support to the wider administration team on an ‘as required’ basis • Batching subcontractor and supplier invoices as required • Closing projects within pronto • Assist with stocktake process as required • Assist with any Workshop invoicing and goods ordering • To prepare and present fortnightly/monthly claims and complete financial reconciliation as required • Assist with improvements in the management of costs • Provide debtor management support • Processing of weekly timesheet processing • Customer invoicing & BCTI Processing
<p>Customer / Business Relations</p>	<ul style="list-style-type: none"> • Build and maintain effective working relationships • Receive and answer queries from customers and internal clients • Respond and investigate customer requests when required in a timely and professional manner • Promote the image of Citycare by encouraging staff to create and provide good customer relations and customer focused service • To maintain lawful diplomatic relationships with competitors
<p>Health, Safety and Policy Compliance</p>	<ul style="list-style-type: none"> • Assist to ensure that Citycare’s H&S policies are complied with at all times
<p>Productivity Gains and efficiency</p>	<ul style="list-style-type: none"> • Actively encourage continuous improvements in service, productivity and efficiency for the mutual benefit of the client and Citycare. • Drive and utilise best practices and innovations by sharing relevant information, technological advancements, processes and success which may assist business development, industry standards and client services
<p>Other duties</p>	<ul style="list-style-type: none"> • Oversight of the Subcontractor Statuses in CAS • Back up support for Workforce Planning • To undertake other duties as directed by the manager in a timely and accurate manner

Health, Safety and Wellbeing | Te Whare Tapa Whā

All kaimahi are responsible for and required to:	<ul style="list-style-type: none"> • Be personally responsible for your own and others' Health, Safety and Wellbeing at work. • Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way. • Be familiar with Health, Safety and Wellbeing procedures. • Always establish and insist upon safe methods and safe practices. • Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes. • Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.
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Key Relationships | Ngā Hononga Matua

Internal	<ul style="list-style-type: none"> • All Citycare Group kaimahi including: <ul style="list-style-type: none"> ○ Finance and Admin Staff ○ Operational Staff ○ People Leaders ○ Support function staff including Finance, Administrators and People Teams.
External	<ul style="list-style-type: none"> • Auditors
	<ul style="list-style-type: none"> • Consultants • Customers • Other miscellaneous stakeholders and suppliers

Qualifications | Ngā Tohu Mātauranga

Ideal	<ul style="list-style-type: none"> • Business Administration course or diploma
Essential	<ul style="list-style-type: none"> • NCEA Level 3 or school Certificate equivalent

Experience | Ngā Pukenga

Essential	<ul style="list-style-type: none"> • Proven ability to drive and maintain operational improvements and efficiencies. • High degree of accuracy, timeliness and attention to detail. • Strong computing skills, including with Microsoft Office. • Willingness to widely support other staff members.
Ideal	<ul style="list-style-type: none"> • Experience managing accounts and/or banking in an administrative role, including reconciliations. • Exposure to construction or facilities management industries. • Ability to communicate clearly and professionally to internal and external stakeholders. • Ability to achieve under pressure to deliver to a high standard. • High level of professional and personal integrity with the ability to get on well with other people.

Agreement | Whakaaetanga

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

Signed by Kaimahi (Employee):

Date:

Signed on behalf of the Employer:

Date:

Disclaimer | Te Whakakape

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.