

Position Description	
Position:	Finance and Office Administrator
Purpose:	To assist RDNZ to realise its vision and fulfil its mission by ensuring that its office and financial systems hum and team members are supported in their roles.
Reports to:	Chief Executive
Functional relationships:	<ul style="list-style-type: none"> • Relationship and Communication Managers • Income and Partnerships Manager • Other members of the RDNZ staff team • RDNZ Board • RDNZ support group leads • External suppliers and contractors
Direct reports:	0
Hours per week:	20 (over four days per week Monday - Thursday)
Location	Office based; 94 Riddiford Street, Newtown
Date:	11 May 2026



Role requirements:

This part-time position involves office management and administrative duties including accounts administration, helping with Rare Disease Day arrangements and events, executive support to the CE, minute taking at Board and staff team meetings, data entry and assisting with information storage.

Duties and responsibilities	Expected outcomes
1. Accounts administration	1. Manage RDNZ's accounts including payroll and cashflow
2. Income generation support	2. Monitor incoming funds; alert staff when grants, donations or membership fees are received or overdue 3. Provide financial documentation for grant accountability reporting 4. Ensure grants are spent in line with grant terms, conditions and timeframes 5. Respond to funder requests for financial information, including financial reports, bank statements and IR3 documentation

Duties and responsibilities	Expected outcomes
3. Schedule staff meetings and keeping notes.	6. Maintain record of staff meeting and actions
4. Diary management for regular meetings with key stakeholders, video calls with collective community and any webinars	7. Organise key meetings, liaise with team members
5. Work with the Relationship and Communication Managers to organise and manage Rare Disease Day events for February each year, Education Events and any other national events such as conferences	8. Event runs according to plan, on budget, raises awareness and funding for RDNZ. Any media risks are mitigated.
6. File and folder organisation and management in SharePoint	9. Key documentation is stored in correct folders with appropriate access permissions
7. Support CE with updating and monitoring the Risk Management matrix. Present and highlight significant risks to CE, including any health and safety issues to the CE monthly and at the quarterly Board meetings.	10. Risk matrix as a requirement is kept up to date in compliance with good business practice and relevant legislation. 11. Staff emergency contact details and individual earthquake response plans are kept up to date
8. Manage and update Standard Operating Policy and procedural documents as required and directed by the CE.	12. Policy documents are up to date and reflect both best and current practice.
9. Record minutes at key meetings, send to CE for final approval before distributing.	13. Minutes accurately reflect the content of key meeting discussions and are kept confidential where required
10. Maintain the RDNZ contacts database in NationBuilder (with support from Relationship Manager) ensuring it is updated with relevant new contacts. Suggest process improvements as practicable	14. NationBuilder database is up to date and a reliable source of information for mailing lists
11. Work with the Relationships Manager and Communication Manager to send communications to contacts in the NationBuilder database.	15. Newsletters and other communications are sent to the database in a timely and professional manner
12. Recruitment support: placing adverts and helping with shortlisting and booking interviews	16. Recruitment processes supported as directed by CE

Duties and responsibilities	Expected outcomes
13. Arranging travel for staff and board members as required.	17. Travel is booked in a timely manner so as to keep costs at a minimum.
14. Support CE in procurement of ICT	18. CE supported with purchase of IT equipment or updates
19. Be a functional, effective and positively engaged member of the RDNZ staff team	19. The RDNZ staff team value the Office Administrator's contribution to RDNZ's work, and there is mutual understanding of how each other's roles will be supported

Qualifications and experience:

Essential	Good to have
<ul style="list-style-type: none"> • Experience and proficiency in the use of Xero or similar accounting software • Understanding of accrual accounting • Previous experience in an administration role • Strong communication and organisational skills • Excel, Word and Outlook to an intermediate level • Technically savvy and comfortable with ICT systems • Skilled with social media • Comfortable with variety and enjoy using own creativity and initiative • An eye for detail and a methodical mind 	<ul style="list-style-type: none"> • Experience in the health sector • Knowledge of rare disorders • Good understanding of not-for-profit organisations • Previous experience of health & safety • Previous experience managing projects and/or events

Key behaviours:

- team player who enjoys being part of a small, dedicated team
- positive can-do attitude focused on finding solutions
- commitment to high quality and excellence
- understanding and enthusiasm for bringing systemic change
- empathy and the ability to understand the needs of the rare disorders community, including whanau Māori
- commitment to RDNZ's values, vision and mission
- high energy, enjoy meeting new people
- readily build good working relationships
- master organiser
- willing to roll up their sleeves and help out when needed

Vision	Best possible health and wellbeing for people and whānau living with rare disorders in New Zealand/Aotearoa.
Mission	To enable and empower people with rare disorders to best benefit from services and therapies available in New Zealand, and to champion their collective voice, advocating for provision of world leading evidence based health, disability, education and other services.
Values	<p><i>Aroha</i> - we will demonstrate love, compassion, empathy and respect for people living with rare disorders and we will support and encourage our stakeholders to do likewise</p> <p><i>Whakamana</i> - we will advocate assertively and constructively with strength and resilience, supporting communities of people living with rare disorders to be similarly empowered</p> <p><i>Manawa rahi</i> - we will steadfastly and stout-heartedly maintain an unwavering evidence-based commitment to the RDNZ cause</p> <p><i>Kotahitanga</i> - we will exhibit unity, cohesion and collaboration both internally as a team of staff and volunteers, and externally in our relationships both with New Zealand's rare disorders community and supporters, and internationally.</p> <p><i>Tiakitanga</i> - we will do everything we can to sustain, protect and respect the viability and reputation of our organisation, our fellow team members, those living with rare disorders and the physical, cultural and spiritual environments which sustain us</p>