

Finance Administrator - Position Description

September 2026

Position Description

Role Title: Finance Administrator

Organisation: Sanzuk Medical Limited trading as Greenwood Health

Reports to: Business Manager

Direct Reports: None

Hours: Approximately 24 hours per week across three days; days and hours flexible by agreement

Work Location: Greenwood Health, 20 Greenwood Street, Motueka. Up to one day per week may be worked from home following successful induction and by agreement, where operational requirements allow.

Purpose of the Role

The Finance Administrator supports the sound financial operation of Greenwood Health by coordinating accurate and timely payroll, GP contractor payments, creditor and debtor processes, bank reconciliations, statutory payments and financial records. The role provides dependable information and administrative support to the Business Manager for budgeting, management reporting, cashflow oversight and year-end processes.

This position handles highly sensitive financial, payroll and employment information and requires exceptional accuracy, confidentiality, sound judgement and follow-through.

The role contributes to Greenwood Health's mission:

Working together to provide excellent rural community health care.

Key Relationships

Internal

- Business Manager and General Manager
- Admin Manager and Clinical Nurse Manager
- GP directors, GP contractors and Nurse Practitioners
- Reception, administration, nursing and clinical teams

External

- External accountant and auditors
- Inland Revenue and banking providers
- Suppliers, payroll and software providers
- Government and funding agencies

Key Accountabilities

1. Payroll & People Systems

- Coordinate the end-to-end payroll process, including checking approved timesheets, following up anomalies and preparing pay runs for authorisation.
- Ensure employees are paid accurately, in full and on time, including authorised overtime, allowances and deductions.

- Maintain accurate pay, tax, KiwiSaver, bank account and leave information in Employment Hero.
- Prepare payroll reconciliations, leave liability reports and payroll information requested by management.
- Prepare and submit payroll-related Inland Revenue information and payments by the required deadlines.
- Support the implementation, testing and continuous improvement of Employment Hero payroll processes.

Expected Outcomes:

- Employees are paid accurately and on time.
- Payroll, leave and Inland Revenue records are complete and current.
- Employment Hero is used consistently and effectively.

2. GP Contractor Payments

- Collate, check and process GP contractor timesheets and payment information on the agreed fortnightly cycle.
- Identify and follow up missing, inconsistent or unusual claims before payment is authorised.
- Maintain accurate supporting schedules and records for contractor payments.
- Prepare non-resident contractor withholding tax information and payments where required.

Expected Outcomes:

- Contractor payments are accurate, authorised and completed on time.
- Variances are identified and resolved before payment.

3. Accounts Payable & Receivable

- Verify, code and enter supplier invoices and credit notes, ensuring appropriate authorisation.
- Reconcile supplier statements and prepare creditor payment batches for authorisation.
- Prepare invoices for non-patient services, external services, funding and shared costs.
- Allocate receipts and credits correctly and reconcile outstanding balances.
- Issue statements, follow the practice debt-management process and respond to account queries promptly and fairly.

Expected Outcomes:

- Suppliers are paid accurately and within agreed terms.
- Debtor records are current and overdue balances are followed up.
- Account queries are resolved promptly and professionally.

4. Banking, Tax, Reporting & Budgeting

- Monitor cashflow across practice bank accounts and escalate emerging concerns to the Business Manager.
- Complete timely Xero bank reconciliations and investigate discrepancies.
- Accurately code funding receipts, patient fees, expenses and other transactions.
- Prepare GST, PAYE and other tax information and payments, including DED, DWT and FBT support where applicable.
- Assist the Business Manager with cashflow forecasting, annual payroll budgets, management reporting and year-end preparation.
- Work constructively with the external accountant, auditors and advisers and provide complete supporting information.

Expected Outcomes:

- Bank reconciliations and financial records are accurate and current.
- Tax filings and payments are completed correctly and on time.
- Management receives dependable information for decision-making and year-end work.

5. Compliance, Privacy & Systems

- Follow Greenwood Health's financial delegations, approval processes, internal controls, policies and procedures.

- Assist with dividend payments, company records, directorship changes and compliance checks when directed by the Business Manager.
- Maintain scheduled NZ Police vetting and GP certification records where allocated.
- Protect payroll, employment, contractor, patient and financial information and disclose it only to authorised people.
- Use secure work practices in the office and when working remotely.
- Identify process risks and opportunities for improvement and raise these with the Business Manager.

Expected Outcomes:

- Financial and employment information remains secure and confidential.
- Practice processes comply with legislation, internal controls and policy.
- Risks and improvement opportunities are identified early and acted on.

6. Team Contribution & Professional Development

- Attend relevant staff and team meetings and participate constructively in practice initiatives.
- Maintain current knowledge of payroll, tax, Holidays Act and finance-administration requirements.
- Undertake agreed training and professional development, including Employment Hero training.
- Complete other reasonable duties that support the safe, smooth and effective operation of the practice.

Expected Outcomes:

- Managers and staff receive responsive, accurate and professional finance support.
- Knowledge and systems remain current as requirements change.

Person Specification

Essential

- Demonstrated experience in finance administration, bookkeeping, payroll and/or accounts.
- Strong working knowledge of Xero and Microsoft Excel, with confidence learning new systems.
- Sound understanding of New Zealand payroll, PAYE, KiwiSaver, leave and Holidays Act requirements.
- High accuracy, strong organisation and the ability to manage multiple priorities and deadlines.
- Confident reconciliation, investigation and problem-solving skills.
- Integrity, discretion and sound judgement when handling sensitive information.
- Clear communication and the ability to work independently and collaboratively.

Desirable

- Previous experience or good working knowledge of Employment Hero.
- Experience in healthcare, professional services or a similarly complex organisation.
- Understanding of GST, FBT, DWT, contractor withholding tax and company administration.
- Experience supporting budgets, management accounts (including balance sheet account reconciliations), year-end processes, auditing.
- Interest in exploring new software and AI-enabled tools

Values & Behavioural Expectations

- **Customer Focus:** Provide responsive and respectful support that contributes to excellent patient care.
- **Teamwork:** Motivated to work either within a small team or independently, prepared to collaborate, share information appropriately and support colleagues.
- **Integrity:** Act professionally, ethically and with discretion.
- **Quality Focus:** Maintain high standards and seek practical opportunities for improvement.

- **Equity & Cultural Safety:** Apply Te Tiriti o Waitangi principles and contribute to culturally safe, equitable services.
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Agreement

I acknowledge that I have read and understood this Position Description and agree to perform my duties to the best of my ability.

Employee: _____ **Date:** _____

Manager: _____ **Date:** _____

This position description may be reviewed and updated as required to reflect changes in systems, legislation, practice requirements or the needs of Greenwood Health.