

6 May 2026

EMPLOYMENT APPLICATION – Finance & Administration Coordinator

Please read and complete the enclosed Application for Employment and return it to:

Chief Executive
GasNet Limited
8 Cooks Street
P O Box 7149
Whanganui 4541

Emailed applications are also acceptable.

Applications will be reviewed and actioned as received.

Please also find enclosed a copy of the Position Description.

Should you have any queries please feel free to call, come to our offices or email us at vacancy@gasnet.co.nz

Thank you.



Michael Ram
Chief Executive

Encl.

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE IN YOUR OWN HANDWRITING.

All information you provide relating to this Application for Employment will be collected and held by GasNet Limited, 8 Cooks Street, Whanganui.

Purpose

This information is collected for the purpose of assessing your suitability for employment with GasNet Limited.

In addition to completing the following questions you should support your application for the position by providing additional information which you consider appropriate, e.g. CV, references etc.

This information will be deemed to form part of your Application for Employment.

SECTION 1 - PERSONAL INFORMATION

First Name(s): _____

Surname: _____

If you are known by any other names please record here: _____

Address (Residential): _____

Telephone: _____

Person to contact in an emergency (optional information)

Name: _____

Address: _____

Telephone: _____ Relationship: _____

SECTION 2 – HEALTH (all questions relate to your ability to perform the duties described in the Position Description and Person Specification)

Have you ever suffered any back injury or back strains? Yes No

Have you ever suffered from any overuse injuries, e.g. RSI? Yes No

Do you have any medical conditions Yes No

If you have answered "Yes" to any of the above questions please give brief details:

Note: GasNet Limited offers a non-smoking work environment and as such no smoking is allowed in the workplace.

If the answer is yes to the above question please provide an explanation:

Have you at any time taken action against a current or former employer in order to resolve an employment dispute, including personal grievance action or other employment relationship problem? Yes No

If the answer is yes to the above question please provide an explanation:

SECTION 4 – CRIMINAL OFFENCES

It is Company policy to carry out a police check on all prospective employees.

Note: you are not required to provide any information that is eligible to be concealed under the Criminal Records (Clean Slate) Act 2004 in response to the questions in this section.

Have you ever been convicted of a criminal or traffic offence? Yes No

If yes, give brief details:

Are you awaiting hearing of any charges for any driving offences? Yes No

If yes, give brief details:

Are you awaiting hearing of any charges for any other offences? Yes No

If yes, give brief details:

Are you aware of any other charges that Police may be considering laying against you? Yes No

If yes, give brief details:

SECTION 5 - DECLARATION

I, _____ (full name) declare that to the best of my knowledge, the information provided in this application is correct. I understand that if any false information is given, or any material fact suppressed, I may not be employed, or if I am employed, I may be dismissed. I also understand that if I omit to declare any relevant details or provide any false information in Section 2, the health portion of this form, my entitlement for any compensation from the Accident Compensation Corporation may be jeopardised.

By signing this Declaration I also acknowledge that GasNet Limited reserves the right to carry out a police and credit check on me.

Date: _____ Signature: _____

GasNet Limited

POSITION DESCRIPTION

POSITION: Finance & Administration Coordinator
DATE: May 2026
REPORTS TO: Finance and Administration Manager

POSITION SUMMARY

The Finance & Administration Coordinator is responsible for delivering accurate, efficient and compliant finance, payroll and administrative support to the Company.

This role provides coordinated support across financial administration, payroll, business systems, records management and office administration. The position ensures financial and administrative processes are delivered accurately, on time and in accordance with company policies, statutory obligations and operational requirements.

The role contributes to business continuity by supporting internal teams, customers and external stakeholders, maintaining effective systems and workflows, and upholding high standards of service, accuracy, confidentiality and process discipline.

KEY ACCOUNTABILITIES

1. Financial Administration

Purpose

Ensure core financial administration processes are delivered accurately, on time and in line with internal controls, supporting the integrity of financial information and effective business operations.

Key Responsibilities

- Support monthly, quarterly and annual financial reporting requirements.
- Assist with operational and management reporting as required.
- Prepare and process journals as required.
- Complete monthly balance sheet reconciliations including bank reconciliations in a timely manner.
- Support end-of-month finance processes.
- Maintain accurate financial records and supporting documentation.
- Support audit preparation and provide supporting documentation as required.
- Assist with compliance reporting and information disclosure requirements.

Accounts Payable

- Process supplier invoices accurately and in a timely manner.
- Enter invoices, credit notes and payment requests into the financial system.
- Create and maintain creditor records.
- Prepare creditor reconciliations and payment schedules.
- Process supplier payments, including one-off payments and expense claims.

Accounts Receivable

- Raise debtor invoices and process accounts receivable transactions.
- Create and maintain debtor records.
- Prepare monthly debtor statements.
- Follow up and reconcile outstanding debtor balances.
- Process chargeable works, stock and non-stock invoicing.

Purchasing

- Raise purchase orders as required.
 - Process goods receipting into the financial system.
 - Coordinate purchasing of stationery, office supplies, uniforms and other approved items.
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2. Payroll Integrity and Processing

Purpose

Ensure payroll is processed accurately, confidentially and within required timeframes, with strong controls over payroll data, timesheets and coding integrity.

Key Responsibilities

- Process payroll accurately and on time in accordance with company requirements.
 - Enter and maintain payroll data, including timesheets, plant and overhead allocations.
 - Validate timesheet coding and job allocations.
 - Import payroll data into the financial system.
 - Maintain payroll records and confidentiality.
 - Ensure payroll documentation is accurate, complete and appropriately retained.
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3. Administrative Operations

Purpose

Provide efficient administrative support that enables smooth day-to-day office operations, effective internal coordination and consistent service delivery.

Key Responsibilities

- Provide administration support across all business functions as required.
 - Provide reception and telephone support, including receiving, logging and directing calls.
 - Act as a first point of contact for customers, contractors, visitors and members of the public.
 - Maintain visitor registers and support front-of-house requirements.
 - Coordinate incoming and outgoing mail and courier items.
 - Assist with preparation and issue of quotations and supporting documentation.
 - Respond to internal and external enquiries in a professional and timely manner.
 - Provide administrative support across office, administration and supply functions.
 - Provide cover for administration and finance staff during periods of leave or absence.
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4. Systems and Process Coordination

Purpose

Maintain reliable business systems, accurate data and consistent administrative workflows that support operational efficiency, reporting and business continuity.

Key Responsibilities

- Maintain workflow and data integrity across company systems.
 - Update, maintain and administer data in business systems and registers.
 - Assist with administration of company software and operational systems including finance, payroll, job management, risk and operational platforms.
 - Generate reports from company systems to support operational and financial activities.
 - Assist in maintaining system accuracy, data integrity and process consistency.
 - Support ongoing system improvements, enhancements and process efficiencies.
 - Assist with administration of records associated with asset, meter, inventory and job tracking systems.
 - Assist with any emergency management responses.
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5. Customer and Operational Support

Purpose

Provide responsive and professional support for customer, contractor and operational requests, ensuring issues are managed efficiently and escalated appropriately.

Key Responsibilities

- Receive, log and administer service requests, job requests and system enquiries.
- Create and maintain jobs in company systems.
- Coordinate workflow and information flow between teams.
- Assist with quotations, service requests and job documentation.
- Receive, log and escalate emergencies and urgent operational issues.

- Liaise with internal teams, customers, contractors and service providers to coordinate actions and responses.
 - Support operational teams with reporting, scheduling and documentation requirements.
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6. Records, Compliance and Documentation Control

Purpose

Maintain accurate, secure and well-managed records and documentation that support compliance, audit readiness and effective information governance.

Key Responsibilities

- Maintain company records in accordance with statutory and company requirements.
 - Ensure filing and recordkeeping systems are accurate, organised and maintained.
 - Maintain both electronic and physical filing systems.
 - Assist with document control and records archiving.
 - Assist with compliance reporting and regulatory documentation.
 - Support audit requirements and implementation of agreed improvements.
 - Prepare reports and documentation as required by management.
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7. Asset, Inventory and Office Coordination

Purpose

Support the effective coordination of company assets, inventory, office systems and shared resources to maintain operational readiness and administrative continuity.

Key Responsibilities

- Assist with stock control, inventory administration and stock receipting.
 - Support monthly and annual stock counts.
 - Assist with asset record maintenance, including additions, disposals and updates.
 - Assist with monitoring office systems, processes and administrative procedures.
 - Assist with building access, security administration and related office coordination tasks.
 - Coordinate company administration requirements including ID cards, emergency contacts, bookings and general office support.
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8. Health, Safety and Quality Support

Purpose

Support a safe, compliant and well-managed workplace through adherence to company health, safety, quality and environmental requirements.

Key Responsibilities

- Work in accordance with company health, safety, quality and environmental policies and procedures.
 - Assist with hazard identification, incident reporting and corrective actions.
 - Report incidents, accidents and near misses promptly.
 - Support safe work practices and continuous improvement initiatives.
 - Assist with health and safety administration, reporting and committee support as required.
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9. Professional Conduct and Contribution

Purpose

Maintain high standards of professionalism, confidentiality, service and collaboration while contributing positively to team performance and continuous improvement.

Key Responsibilities

- Maintain a professional, courteous and customer-focused approach at all times.
 - Maintain confidentiality and exercise discretion in all matters.
 - Participate in training and development activities as required.
 - Assist in the development and continuous improvement of company policies, procedures and systems.
 - Comply with all company policies, procedures and standards.
 - Undertake other duties reasonably required within the scope of the role.
 - Be available for after-hours work or emergency attendance as required.
 - The ordinary hours of work are 40 hours per week in accordance with the employment agreement.
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SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential

- Minimum 3 years' experience in a similar finance and administration role
- Proven experience in accounts payable, accounts receivable, and general administration
- Experience with payroll and integrated business systems
- Experience using financial and business management systems
- Proficient in Microsoft Office 365 suite
- Strong data entry, reconciliation and reporting skills
- Strong written and verbal communication skills
- Proven ability to manage confidential and sensitive information
- Strong organisational skills with the ability to prioritise and meet deadlines
- Ability to work under pressure and use initiative
- Current driver's licence

Desirable

- Relevant qualification in finance, accounting, administration or business
 - Experience in operational or service-based administration environments
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PERSONAL ATTRIBUTES

- High level of integrity, honesty and reliability
- Strong attention to detail and commitment to accuracy
- Professional, approachable and customer-focused
- Strong interpersonal and communication skills
- Able to maintain confidentiality and discretion
- Well organised and able to prioritise effectively
- Self-motivated and accountable
- Able to work collaboratively as part of a team
- Resourceful, proactive and adaptable
- Calm under pressure and solution-focused
- Positive attitude and willingness to learn
- Professional presentation and conduct

Approved by

_____ Date _____
Position Holder

_____ Date _____
Chief Executive