



Job role being advertised – **Finance & Corporate Support**

Location – **Lower Hutt**

The position is - **40** hours per week, - days **Monday to Friday**.

Full Time equivalent: **Full Time (1.0 FTE)**

To be considered for this position you must already be resident in NZ and have either NZ residency/citizenship or a valid and current NZ work visa already applicable to WellStop.

A pre-employment police vetting, and safety check are conditions of employment for this position.

WELLSTOP

- Collaborative and supportive environment
- Fantastic wellness policies offered
- Opportunities for learning and development
- Aspiring towards working from a Māori Worldview.

The Agency

WellStop is an innovative and well-established agency. Our aim is to eliminate harmful sexual behaviour in our communities by providing assessment and treatment services to children, young people and adults who present with harmful sexual behaviour. Our Clinicians make a significant difference in the lives of people, whanau, and communities by working with our clients to address and prevent the effects of sexual harm/violence.

WellStop is committed to upholding and protecting the principles of Te Tiriti o Waitangi in our work. We believe in enhancing the mana of whanau through understanding tikanga and building relationships with mana whenua. Together with our network, we commit to whakapapa, rangatiratanga, kaitiakitanga, whanaungatanga and manaakitanga.

The role

We are looking for someone to step into a Finance & Corporate Support role to assist management and other staff in the completion of financial and administration tasks and projects, including, but not limited to, processing accounts payable and receivable, bank deposits, payroll processing, record management, document management, and providing general administration support to our corporate team.

We are a supportive, dedicated, and fun team of Clinicians who take pride in the quality of our work. If you think that our mahi is a good match for you, we would love to hear from you.

The ideal candidate will have:

- Expertise in Microsoft suite, database management, customer service and self-awareness.
- Experience in accounts payable, using Xero or similar technology.
- Have competencies outlined in the job description.
- You may be required to drive so a FULL NZ driver's licence is essential.
- To be considered for this position you must already be located and resident in NZ have either NZ citizenship/residency or a valid NZ work visa already applicable to WellStop.

What we will provide to you:

- A great work environment with dedicated colleagues
- Ongoing professional development opportunities
- The opportunity to work creatively and flexibly
- Opportunities to learn Te Reo Maori
- Additional leave - one week of "flexi leave" in addition to four weeks annual leave
- Wellbeing allowance for all staff
- Opportunity to expand your skills.

To apply

- To view the position description visit our website at www.wellstop.org.nz
- To apply for this position please email your CV and cover letter to **Hamish Lindstrom**, hr@wellstop.org.nz by **5pm Monday 24th April 2023**
- For any questions you might have, please contact **Hamish Lindstrom** on **027 572 2099**