

Bald Angels Charitable Trust- Ngā Anahera Pākira



Job Title: Financial Admin Angel (Jan 2026)

Location: Kerikeri Office-some remote work possible

Reports To: Charity Manager

Position Type: 5-10hrs/week* Employment Contract or Sub-Contractor (*see note below)

About Us:

Bald Angels Charitable Trust is a dedicated grassroots organisation committed to supporting vulnerable children to thrive. We rely on the generosity and involvement of our community, funders, and volunteers to make a meaningful impact.

Our values are Tika, Pono, Aroha, Mana, Tapu- acting with integrity, honesty, care, compassion, honour and respecting the sacredness of people and places.

We value Te Whare Tapa Wha principles of wellbeing, and we honour Te Tiriti o Waitangi principles.

Job Summary:

We are seeking a diligent and reliable Financial Administrator to manage the numbers. This role is essential for ensuring the transparent and accurate tracking of all income and expenditures, as well as supporting data recording and admin systems.

The Financial Administrator will work closely with the Charity Manager, the Fundraising Coordinator and external Treasurer and Accountants, to maintain financial integrity and support strategic decision making.

Key Responsibilities:

- Develop and monitor comprehensive budgets in close collaboration with the Charity manager and other relevant team members
- Process accounts payable and receivable, reconcile bank statements with coding in XERO and generate reports as required.
- Maintain meticulous financial records and ensure all transactions are properly coded and documented
- Manage and monitor the organisation's funds, ensuring proper allocation and utilisation in line with organisational goals.
- Collaborate with the finance team (external Accountants-Whitelaw Weber) to ensure transparent and accurate tracking of income and expenditures.
- Assist the Fundraiser by providing financial data and insights for grant applications and ensuring financial compliance for donor reporting.
- Assist with general admin tasks related to finance and operational systems as required within a small dynamic environment

Qualifications:

- Proven competency in basic financial management, accounting principles, and financial reporting.
- Proficiency in XERO accounting software is essential
- Strong Microsoft skillset, particularly advanced Excel for data analysis, reporting and budgeting
- Strong organisational skills and meticulous attention to detail.
- Ability to independently and collaboratively within a small team and with external financial partners
- Excellent communication skills, both written and verbal
- Adaptability and enthusiasm for grassroots community work
- High values set and commitment to ethical practice

*NOTE: The role, hours and remuneration are subject to each applicant's skill and experience. This role could be combined with the Fundraising Angel or Youth/Whānau-Taitamariki Ora position/s for a **part/full time** role depending on applicant capabilities. We are a small, agile team who work collaboratively to achieve outcomes. Contact us for more info.

Application Process:

Please send your CV and a personalised cover letter explaining your interest and relevant experience to Thérèse Wickbom tw@baldangels.org.nz. Please put FINANCE ANGEL APPLICANT in the subject line