

# We're Hiring!



**Top of the South Neighbourhood Support is seeking candidates for the role of:**

## **Bookkeeper:**

A minimum 3 years' experience in Xero is essential and familiarity with Tier 3 Charity accounting requirements an advantage.

You'll be responsible for accounts payable, accounts receivable, payroll, GST, grant tracking and reporting in this part-time role.

Please email [info@neighbourhoodsupport.nz](mailto:info@neighbourhoodsupport.nz) for a Job Description

## **Motueka Area Connector:**

We are looking to appoint an Area Connector in the Motueka district who has an enthusiasm for their community and wants to make an impact.

The role involves supporting neighbourhood groups and their members, engaging with community agencies and stakeholders, delivering training sessions, organising events and maintaining our valuable database.

The ideal candidate will enjoy engaging with people, possess excellent interpersonal skills as well as written and oral communication and is self-motivated. Community sector experience is an advantage and applicants must have a valid work visa or be a NZ resident/citizen. This is a part-time position.

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