



**Project and Accounting Administrator**  
**Foundation for Arable Research (FAR)**

Full-time (0.8 – 1.0 FTE negotiable), Permanent

**About the Role**

We are seeking a proactive **Project and Accounting Administrator** to support the efficient administrative and financial delivery of FAR's research, development, and extension (RD&E) programme, its projects and FAR's broader project-based delivery. The role is key to ensuring projects are well-coordinated, financially sound, and delivered on time and to a high standard.

**Key Responsibilities**

You will work closely with the **Finance Manager, General Manager RD&E, Senior Management Team, and Project Leaders** to provide essential project management, administrative and financial support across FAR's research activities.

Core tasks include:

- Developing strong working relationships with Project Leaders, particularly within the research team.
- Ensuring funding and approvals are secured for all projects within agreed budgets.
- Establishing and maintaining financial, time and other accurate project records in FAR's project management system.
- Ensuring compliance with contractual obligations, including scheduling and reporting requirements for both internally and externally funded projects.
- Supporting project processes, including financial and other monitoring and assisting with reporting against these.
- Uploading reports and related documents to government funding portals as required.
- Coordinating project closure processes, ensuring financial and reporting obligations are completed and records archived, and supporting project review.
- Preparing the details for FAR's annual R&D Tax Credit application.
- Consolidation of information for public release of Annual R&D portfolio.

Additional responsibilities:

- Support existing communications structures, or where appropriate develop new communication structures, channels and tools to maximise successful delivery of projects.
- Where possible, promote and implement 'best practice' in project management by developing and/or delivering training opportunities and resources to support FAR staff.
- Contribute to the development of revised processes and procedures for the management of FAR's research and other projects and ensure such processes and procedures are implemented.

The position is based at FAR's **Templeton, Christchurch** office, with liaison required across FAR teams in **Waikato, Hawke's Bay, and wider Canterbury**.

**Salary:** \$65,000 – \$80,000 per annum, negotiable based on skills and experience.

**Person Specification**

**Experience & Skills:**

- Proven experience in **project administration**, ideally with exposure to business finance.
- Experience with the implementation of best-practice project management, and the support of staff to achieve this
- A tertiary qualification in **business, science, or project management** is desirable.

- Familiarity with **New Zealand's primary industries** would be advantageous.
- Strong administrative and organisational abilities.
- Proficiency in **Microsoft Office** and/or electronic project management tools.
- Knowledge and/or experience of effective project financial management.
- Experience with research project management in applied or academic settings is desirable.
- Capability to plan ahead and meet short- and medium-term deadlines.
- A full **driver's licence**.

#### **Interpersonal Attributes:**

- Excellent communication and relationship-building skills.
- A collaborative, team-oriented mindset.
- Self-motivated and capable of working independently.
- Resilience under pressure while maintaining high work standards.

#### **About FAR**

The **Foundation for Arable Research (FAR)** operates under the **Commodity Levies Act**, investing levies from arable crops into research and extension initiatives to benefit New Zealand arable farmers. FAR focuses on both crop-specific and system-wide research, with a strong emphasis on knowledge transfer to farmers.

FAR operates in blocks of six years in relation to the referendum of growers and ongoing employment is reliant on the successful outcome of the 2029 grower levy referendum.

Learn more about FAR at: [www.far.org.nz](http://www.far.org.nz)

#### **To apply**

please **send a CV accompanied by a cover letter** to [far@far.org.nz](mailto:far@far.org.nz) outlining your experience and detailing how your skills will benefit our business. Applications close at 5.00 pm on Sunday 10 August 2025.