



Basketball Otago are calling for applications for the position of Administration and Finance Manager.

Basketball Otago is seeking applications from suitably qualified people with:

- Experience working in a fast paced competitive environment.
- Proven computer experience (particularly MYOB, Excel and other Microsoft office software).
- Proven experience in managing accounts receivable/payable and complete tax returns.
- Proven experience in reviewing, planning and implementing office systems.
- The ability to work with other personnel (both paid and voluntary).
- Excellent customer relations and telephone skills.
- The ability to work independently.
- Initiative and Drive.
- Preferably experience working in the sports sector.

This role will be responsible for all the day-to-day administration and finance for all Basketball Otago activities.

Remuneration:

Salary packages for the position will be dependant on the successful applicant/s level of experience and ability.

Job outline and application forms are available upon request. Applications should be forwarded to the address below by 16th of February 2009.

Please send applications to:

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