

Position Title:	Accounts and Administration Officer		
Incumbent:	New Position	Date:	January 2015
Location:	96a Nuffield Avenue, Napier		
Reports to:	General Manager		

SECTION 1: - POSITION SUMMARY

Purpose: The Accounts and Administration Officer is responsible for providing financial and administrative services in order to ensure effective, efficient and accurate financial and administrative operations.

SECTION 2: - MAJOR ACTIVITIES

Accounts Officer

KEY TASKS	OBJECTIVE
Account Processing	<ul style="list-style-type: none"> Accounts processed as required using accounting Programme (current Reckon on-line) Income and expenditure activity processed at least weekly Bank reconciled weekly and at month end Staff Fortnightly wage payments calculated, paid and pay slips distributed Approval for payments gained from authorised signatories Authorised accounts and wages payments made on time
Competition, camp and clinics contractor payment	<ul style="list-style-type: none"> Fortnightly referee, coach and competition controller payments made on schedule as authorised Other payments as required
Representative teams	<ul style="list-style-type: none"> Reconcile team and player payments weekly and provide details to team managers and Programme Manager Pay deposits for accommodation, rental vehicles and air travel as required Make payments for accommodation, rental vehicles hire, air travel, food and petrol as authorised Other related payments
Gaming Trusts	<ul style="list-style-type: none"> Record expenses against gaming trust grants on accounting programme Complete audits when grant expended Communicate with Trust auditors as required

Produce Financial reports	<p>Report to be produced at least 7 days before each Board meeting and provided to the General Manager</p> <ul style="list-style-type: none"> • Trial Balance • Actual vs. budget • Cash flow - Bank balance with scheduled upcoming expenditure (e.g. automatic payments, wages(including PAVE, etc) • Accounts for payment • Account receivable • YTD profit and loss vs. budget • Balance sheet • Gaming Grant summary • Credit Card payments
IRD Payments	<p>Make IRD payments before or on due date for</p> <ul style="list-style-type: none"> • PAYE and associated payments • GST payments
Annual Accounts	<p>Prepare the annual Account for auditor within the time agreed</p> <ul style="list-style-type: none"> • Balance sheet • Depreciation calculations • Stock take • Profit and loss statements • All documentation including signed monthly Board minutes • PAYE and GST reconciliation •
Assist data base processing	<ul style="list-style-type: none"> • Registrations are recorded accurately for basketball activities including teams, players, coaches, parents, fans and officials and any required reports and forms are produced for staff on time
Word processing	<ul style="list-style-type: none"> • Documents are well laid out, clear, grammatically correct and free of errors and in organisation format • Final work is returned to initiator within required time frame.
Assist with Office Administration	<p>To ensure the efficient operation of the office by providing support when required, this might include by is not limited to:</p> <ul style="list-style-type: none"> • Phone answering • Greeting clients in reception • Document collation

SKILLS AND COMPETENCIES REQUIRED OR PREFERRED

- Experience in accounting to trial balance.
- Fast and accurate data input skills
- Experience with Reckon accounting software an advantage
- Experience in office administration
- Competence with Microsoft Office suite of products, including Word, Outlook, Excel and PowerPoint
- Knowledge of sport operation an advantage but not essential
- Good organisation and planning skills
- Demonstrates a flexible attitude
- Excellent verbal and written communication skills
- Demonstrates initiative
- The ability to see through tasks in a thorough and timely manner
- Ability to work under pressure and meet deadlines
- Good interpersonal skills
- Versatility and willingness to undertake a wide range of tasks
- The ability to work with a range of different people including coaches, players, teachers, volunteers and professionals
- The ability to meet strict reporting and organisational deadlines and work in pressure situations
- Drivers licence