



Netball everyday for everyone in every way

Centre Administrator Job Description

Position: Responsible for managing the day to day activities of the Centre
Job Title: Centre Administrator
Reports to: Kapi Mana Team Leader / Chair of the Board
Status: 30 hours per week and fixed-term 12 months
Location: Kapi Mana Netball courts; Mungavin Ave

THE KAPI MANA NETBALL CENTRE

The Kapi Mana Netball Centre (KMNC) is one of five Centres within the Wellington Region. We currently have over 120 teams and cater for netballers from Future Ferns (FF) through to Premier. As part of KMNC's vision and strategic plan, our goal is to provide *"netball everyday for everyone in every way"*. There is a growing population within Porirua City and KMNC foresee the need to position ourselves to supply that demand. With a focus on umpires, coaches, players and participation, now is the time to join our Centre on this exciting journey leading into 2022. KMNC are on the hunt to recruit an outstanding Centre Administrator!

PURPOSE OF THE POSITION

The purpose of the Centre Administrator is to ensure that the day to day activities of Kapi Mana Netball Centre are well managed and within agreed budget levels. Central to this is managing the Centre operations and facilities and ensuring the accurate and timely keeping of the financial records, payments to creditors and credit management of debtors. The Centre Administrator will:

- provide accurate and timely reports on the financial position of Kapi Mana Netball Centre
- maintain, utilise and monitor the financial accounting system
- provide assistance to the Board in regards to the financial position of Kapi Mana Netball Centre
- undertake other tasks that may be delegated
- provide timely support of funding applications to support the business.

KEY RESPONSIBILITIES

KEY TASKS	RESPONSIBILITIES
Centre Management	<ul style="list-style-type: none">• Preparation of an annual business plan for the centre taking into account all of its functions and that includes Calendar of centre events and Budget• Day to day office management of the centre• Manage all first contact enquiries to the centre

KEY TASKS	RESPONSIBILITIES
	<ul style="list-style-type: none"> • manage budgets, accounts, payroll, and prepare financial reports • manage facilities and supply ordering • organise meetings, manage events, and take minutes • Administer / manage IT systems used by the centre • Ensure all centre subscriptions, memberships and returns are maintained and processed as per the requirements of each organisation • Manage supplier relationships • Monitor programmes, events, competitions, tournaments and leagues and provide recommendations for improvements • Review and evaluate IT systems, facilities, equipment and resources for suitability to the centres requirements and provide recommendations on refresh and replacement • Organise the annual prize giving, including agenda, sending invitations and recording acceptances, entertainment, MC's, trophies and prizes that may be required • Ensure all facilities and equipment used by the centre are monitored, managed and maintained at a good standard of repair and are suitable for use as intended
Facilities management	<ul style="list-style-type: none"> • Ensure facilities and equipment are suitable for planned centre initiatives • Ensure all centre assets are tracked, recorded and reported on • Identify in advance where additional equipment or facilities may be required to support any centre initiatives • Ensure all facilities and equipment are appropriately protected with respect to insurance cover • Manage the rental and/or loan of any facility or equipment
Management accounts	<ul style="list-style-type: none"> • Compile monthly reports for board meetings and note variances over \$1,000 with clear explanations • Prepare fortnightly pay runs, monthly PAYE payments and six monthly GST returns for authorising • Monitor cashflow and highlight to the centre team leader (or board chair in team leaders absence) any concerns or requirements to transfer funds
Monthly accounts	<ul style="list-style-type: none"> • Prepare the monthly payment of creditors for authorisation • Set up payments into the banking system and request appropriate authorisations • Prepare debtor invoices where necessary
Grant funding	<ul style="list-style-type: none"> • Develop and update a register of grant funding agencies, their criteria and timing

KEY TASKS	RESPONSIBILITIES
	<ul style="list-style-type: none"> • Coordinate and prepare grant funding applications as directed • Prepare reports to track all grant activities and ensure compliance with the funding agencies. • Keep and maintain a record of all grant appropriate invoices to verify and meet accountability requirements
Health and Safety	<ul style="list-style-type: none"> • Comply with all approved rules, policies and procedures • Ensure health and safety consideration is integrated into all aspects of role
Customer care	<ul style="list-style-type: none"> • To work in effective collaboration with KMNC membership and all functions of KMNC • To ensure that memberships' expectations are exceeded whenever possible. • To deal with enquiries ensuring the highest standard of customer service for all internal and external clients • To deal with membership (both internally and externally) feedback, whether positive or negative, in a courteous, efficient and timely manner.
Communication	<ul style="list-style-type: none"> • Support the communication of the KMNC and deliver timely and relevant information to members • Oversee the production of photos, videos and social media posts across multiple platforms • Contribute to publications that increase KMNC's visibility
Other duties	Any other duties the employer may reasonably expect the employee to do as required to ensure the smooth operation of the Centre

KEY RELATIONSHIPS

- Kapi Mana Netball Centre staff
- Kapi Mana Netball Centre Board Members life members and service award holders
- Kapi Mana Netball Centre members
- Netball Central Zone
- Netball New Zealand

EXPERIENCE, QUALIFICATIONS, SKILLS AND KNOWLEDGE

This role requires an enthusiastic, positive and proactive team player with a focus on providing outstanding customer service to our community. Proven experience in financial management is required. You will also be someone who has the ability to confidently communicate and relate to a wide range of audiences.

The successful candidate will require proven experience and skills in the following areas:

- Experience in an office administration role
- Passion for netball
- An excellent standard of written and spoken English
- An excellent knowledge of common computer packages including Microsoft 365 suite, Xero
- An excellent communicator and facilitator
- Ability to relate to diverse groups, the community of Porirua and volunteers
- Ability to work effectively as part of a small team
- Ability to work independently

As part of this exciting role, there is an aspect where you will be required to work outside of normal business hours and days, including some weekend work. This is specifically to support the running of our centre and its competitions, tournaments, events and development programmes, and where possible, will be planned well in advance.

Personal Specification:

Experience	<ul style="list-style-type: none"> • Financial management experience essential • Superb relationship management skills • Experience in presenting to boards and/or stakeholders • Excellent standard of computer knowledge and literacy • Demonstrated competency in a community based organisation • Effective time management and organizational skills
Communication and Language Skills	<ul style="list-style-type: none"> • Excellent communication skills, both oral and written • Relates well with diverse groups and works well with volunteers • Has sound knowledge of communication through presenting, social media, email, in person, etc.
Other criteria	<ul style="list-style-type: none"> • A clean and current full NZ Drivers License is required • Undergo a police vetting check

KEY PERFORMANCE INDICATORS

Outcomes required

- The Centre runs smoothly
- Effective and efficient communication of information to all stakeholders
- Delivery of financial reports to the board
- Effective management of the Centre's financial budget

- Effective management of grant funding

Specific KPIs relevant to achieving the required outcomes

	KPIs
Centre Management	<ul style="list-style-type: none"> • Production of a single monthly centre report for the board which also includes content from game administrator and development coordinator functions • Key centre memberships, subscriptions, associations and operational contracts are actively managed and maintained • All centre board meetings are scheduled and accurate minutes recorded • Annual prize giving organised and delivered • Annual General Meeting organised and delivered • The centre has available to it the appropriate business tools, supplies, equipment, processes and procedures to deliver on the core objects of the Kapi Mana Netball Centre
Facilities management	<ul style="list-style-type: none"> • An up to date and accurate record of centre assets is maintained through the use of an asset register • Centre facilities and equipment are safe, clean and maintained in a good state of repair • Appropriate insurances are held • Equipment and facilities are repaired and replaced as necessary to maintain the successful delivery of services • A forward plan for replacement of equipment and facilities is developed and maintained • The rental process for equipment and facilities is accessible and managed appropriately
Management accounts	<ul style="list-style-type: none"> • Payroll processed for all centre staff, on time, each pay period • PAYE processed for all centre staff on time each month • GST return prepared on time • All financial documents (invoices, receipts, returns etc) retained and stored appropriately • Creation of content for inclusion in monthly report to board
Monthly accounts	<ul style="list-style-type: none"> • Invoices from creditors are processed in a timely way and paid as per agreed timelines • Invoices to debtors for services provided by the centre are generated, processed and managed through to receipt of payment in a timely way
Grant funding	<ul style="list-style-type: none"> • Funding applications are accurate, complete and submitted on time • Accountability completed on time

	KPIs
	<ul style="list-style-type: none"> • Creation of content for inclusion in monthly report to board regarding all grant activity and status • All grant related invoices are coded correctly to each grant
Health and Safety	<ul style="list-style-type: none"> • Health and Safety evaluation and planning included and documented for all facilities, equipment and their use • All reported Incidents are recorded and reviewed • All visitors to the KMNC are made aware of any applicable health and safety hazards, rules, policies and procedures
Communication	<ul style="list-style-type: none"> • Website and social media channels are updated with latest relevant information for members as it becomes available • Quarterly newsletter to members is collated and distributed
Customer care	<ul style="list-style-type: none"> • General enquires are responded to within 1 business day of receipt • Accurate and up to date member database (including key contacts within schools and clubs) is maintained • The complaints register is actively updated and maintained