

## Finance Administrator

- Iconic New Zealand sporting organisation
- High Performing team
- Vibrant and fast paced environment
- Full time

Netball New Zealand, Netball's national sporting organisation, has the responsibility for leading the development of the sport throughout New Zealand. Netball has a proud tradition of widespread participation and sporting excellence from grass roots Netball through to the Silver Ferns. Through its role of developing and managing national programmes for participation, coaches, umpires and officials, Netball New Zealand aims for Netball to continue to be the sport of first choice for New Zealanders.

Netball New Zealand works hard to support Netball's five Zones and 83 Netball Centres who deliver the game to the 140,000 registered members and 300,000 plus people who participate in the game annually, in New Zealand. With a high profile, strong viewership and love for the game in New Zealand, Netball New Zealand's events and competitions provide the opportunities for kiwis to connect with the game.

## About the Role

Based in Auckland, Netball New Zealand are seeking an experienced and solutions focused, team player to provide effective accounting and administration support across the Finance team.

This role reports to the Finance Manager, the key responsibilities being:

- Managing the Accounts Receivable function and supporting Accounts Payable
- Preparing GST and FBT returns
- Completing Bank reconciliations including credit cards
- Supporting the Finance Manager with balance sheet reconciliations, budgeting and audit

We are seeking someone who is experienced, an effective collaborator, highly organised and thrives on variety in a fast-paced environment. You will have a sound knowledge and application of business policies, processes and practices, and exceptional written and oral communication skills.

A minimum of five years accounts experience and an ability to demonstrate your skills with the Microsoft suite of applications is a prerequisite. You will need to be flexible and able to embrace technology and change. Your referees will describe you as technically sound and someone who is a dependable team player. They will also say that you have a warm and engaging personality with a great customer service focus. Things move quickly at Netball, so you will need to be agile and able to multi-task, just like on court!

We value our people and reward them with a supportive work environment.

If you're ready to bring your A-game and join Netball New Zealand, **Apply Now**.  
Send your CV to [applications@netballnz.co.nz](mailto:applications@netballnz.co.nz)

Applications close at noon on 20<sup>th</sup> January 2025.

For a copy of the Job Description please refer to our website: [Netball New Zealand \(netballnz.co.nz\)](https://netballnz.co.nz)

To apply for this vacancy, you **MUST** be a New Zealand citizen, resident, or have already secured the right to work in New Zealand and therefore hold a valid visa.