

POSITION DESCRIPTION

Position Title:	Finance Administrator		
Work Area:	Finance	Reports to:	Finance Manager - NNZ
Primary Location/s:	Central Park, Building 5, Level 4, 666 Great South Road, Ellerslie, Auckland		
Employment Status:	Permanent Full Time		

Primary Purpose of Position

The Finance Administrator is responsible for ensuring the accurate and efficient management of financial records, reporting, and compliance processes. This role is critical within the Finance team to assist with financial integrity and compliance. This role will provide administrative support to the Finance Managers across both internal areas and teams/ zone, ensuring the timely and accurate processing of invoicing, and financial documentation.

Responsibilities & Measures

Key Accountabilities	Critical Factors
Accounts Payable and Accounts Receivable and Bank	<ul style="list-style-type: none"> Responsible for the Accounts Receivable ledgers maintaining accuracy by ensuring all entries are processed accurately and by relevant due dates Responsible for the invoicing and receipting payments of the Accounts Receivable ledger and follow up outstandings Complete the Bank and Credit Card Reconciliations including the administration around Credit cards. Liaise with the Bank for Cash requests, Credits Cards, Mandates and new users Work with the Finance Manager to maintain the accuracy of the Accounts Payable ledger, including reviewing payments runs and providing back up support when required Assist with preparation of monthly balance sheet reconciliations as required by the Finance Manager
NNZ Financial Support and Statutory Management	<ul style="list-style-type: none"> Preparation of GST and FBT returns for review by Finance Manager Highlight to Finance Manager any gaps in NNZ policies, procedures and internal controls, participating in regular reviews as needed Support the Finance Manager with the NNZ Audit process Support the Finance Manager with forecasting as required Support wider team with any queries related to financial policies and procedures.
Oceania	<ul style="list-style-type: none"> Preparation of monthly accounts and reporting and support the annual audit process
Risk Management	<ul style="list-style-type: none"> Manage insurance claim process, including monitoring of adherence to NNZ policy Support annual insurance renewal process
Finance Support	<ul style="list-style-type: none"> MYOB support and queries. Work with Finance Manager NNZ to manage queries or errors and support NNZ Staff and Zone staff with training and queries Assist with month end procedures as required Back up for Accounts Payable and Payroll as and when required Provide general administrative financial support throughout the organisation

	<ul style="list-style-type: none"> ● Help to achieve a high performance culture across Finance team and wider organisation, with exceptional accuracy and minimal rework required
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Key Relationships	
Internal	External
All NNZ Staff	Zone and Team Administrators Bank

Staff Reporting	
Paid	Volunteer
Nil	Nil

Delegation of Authority
As per NNZ approved budget and within approved DFA

Core Competencies, Skills & Personal Qualities	
Competency	Descriptors
Specialist Knowledge & Experience	<ul style="list-style-type: none"> ● Minimum of 5 years Accounts Payable and Receivable experience ● Exposure to appropriate legislation and compliance ● Proven experience with GST and FBT returns. ● Fully conversant with full Microsoft Office Suite, strong knowledge with Accounting Software Packages ● Familiar with Accounting Software Packages ● Good knowledge of general office systems ● Strong relationship management skills and ability to work with a diverse range of stakeholders by sharing relevant information and identifying and dealing with issues effectively ● Full Driver's License
Business & Commercial Acumen	<ul style="list-style-type: none"> ● Knowledge and application of business policies, processes, practices, trends and information ● Willingness to be accountable and measured on performance ● Accepts legal and fiduciary responsibilities ● Understands the management environment and disciplines
Communication & Interpersonal Skills	<ul style="list-style-type: none"> ● Conveys credibility, driving influence and ensuring 'buy in' from a diverse range of stakeholders ● Exceptional written and oral communication skills, clear, concise, effective and persuasive ● Communicates consistently, openly and honestly in any situation ● Quickly establishes and maintains rapport and effective relationships at all levels, with both internal and external stakeholders ● Is dedicated, highly motivated, enthusiastic and considerate at all times ● Collaborates well, voluntarily sharing appropriate information across all levels and thrives in a team environment ● Maintains professionalism, empathy and understanding to all stakeholders at all times ● Highly adaptable and flexible, coping well with continual change and tight deadlines
Empathy & Passion for Sport	<ul style="list-style-type: none"> ● Appreciates the finer points of participating and competing ● Makes decisions with the best interest of sport in mind ● Has a good knowledge of sport in general and netball in particular

Other

Given the demands of this role, and the nature of working sport, work outside standard working hours may be required in the evening and weekends