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| **Position Title** | Administrator |
| **Employer** | Bay of Plenty Cricket Association (“BOPCA”) |
| **Full-time / Part-time** | Part-time |
| **Reports to** | BOPCA Board |
| **Direct Reports** | None |
| **Key Internal Relationships** | BOPCA Staff & BOPCA Board |
| **Key External Relationships** | Sub Association staff and boards  Funders  Suppliers  Club and School Cricket Ambassadors,  Northern Districts Cricket staff and management |
| **Primary Objectives** | * Day-to-day accounts processing. * Payroll. * Assist in the compilation of reports and preparation of financial reports including budgets. * To be accountable for grant funding applications and reconciliations. * Maintain website and social media * General Administration. |
| **Location (office)** | Mount Maunganui, New Zealand |

1. **Technical and Personal Competencies**

* Financial administration and processing skills and experience
* Experience with accounting software
* Exceptional administrative skills including the ability to multi-task, prioritise work commitments and deadlines, whilst maintaining a strong attention to detail
* Capable of working independently and as part of a team with the flexibility to interact with a wide range of staff/stakeholders including professional staff and volunteers

Highly desirable

* Understanding of community grant funding
* Experience in the utilization of social media to enhance organizational profile
* Capacity to manage within overall agreed financial parameters
* External Financial Reporting experience

1. **Key Responsibilities**

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| **Key Task** | **Expected Outcome** |
| Debtors, creditors, payroll and day-to-day transactional work | * Timely and accurate entry and payment of Creditors: * Prepare Debtor invoices and closely monitor collection. * Timely and accurate processing of day-to-day transactional work. * Preparation of payroll and related returns * Complete bank reconciliations. * Prepare bank deposits and maintain petty cash. * Develop and maintain a strong working relationship with BOPCA’s stakeholders for effective relations on financial matters. |
| Financial Reporting | * Preparation of timely and reliable monthly accounts and processes including:   + Preparation of GST and PAYE returns.   + Preparation of monthly balance sheet reconciliations.   + Preparation and processing of accruals and journal entries.   + Preparation of monthly reports vs budget. * Annual financial reporting processes including:   + Assist with preparation of content in the Annual Report.   + Be involved in the annual audit cycle and maintain the annual audit file. * Preparation of budgets/forecasts including:   + Assist with the preparation of the annual budget.   + Assist with re-forecasts if required.   + Assist with day-to-day cash management. |
| Grant Funding | * Prepare and maintain an approved annual funding plan. * Prepare funding applications as per plan. * Maintain funding register and supporting records * Complete accountabilities for all successful funding applications. |
| Communications | * Manage website including news and keeping website up to date * Manage social media |
| General Administration | * Manage filing and records systems for the association * Be responsible for data management |