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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 boardsFundersSuppliersClub 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.
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| **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.
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| 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.
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| 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.
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| Communications | * Manage website including news and keeping website up to date
* Manage social media
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| General Administration | * Manage filing and records systems for the association
* Be responsible for data management
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