

Schedule B – Administrator Position Description

Position Overview

As the Nelson Hockey Association (NHA) Administrator you will provide administrative duties to ensure the efficient operation of the office. Support the Operations Manager and Regional Development Manager through a variety of tasks related to Organisation and Administration.

To Assist with the implementation of NZ Hockey, Capital Hockey and NHA's objectives. The position reports to the Operations Manager.

Specific Duties of the position are;

Financial

Ensure all Invoices are issued from Xero promptly, for Affiliation, Turf, Games played, Programme and Advertising fees.

Process all incoming invoices, code transactions and input into XERO.

Ensure all creditor and debtor payments are made timeously and authorised by the Operations Manager (usually monthly.) Issue receipts where required.

Act as the authorisation agent and signatory for all bank accounts, in conjunction with the Operations Manager and NHA Board Chair. Bank any cash payments.

Prepare Payroll, PAYE and GST reports and Payments using Xero for authorisation by the Operations Manager.

Submit GST and PAYE reports to IRD using Online Login. Submit Charity Services Annual Report using on Online Login.

Prepare all quotations and documentation for funding Applications and Accountability reports.

Book suitable Travel and Accommodation for the seasons Representative Teams, ensuring best prices and quotations are received.

Prepare and balance Budgets for the Representative Teams, ensuring that the Team Managers are kept informed of income and expenditure for the teams.

Marketing and Promotion

Promote NHA as a proactive, energetic and positive entity that encourages new and existing players to continue playing.

Administration

Ensure that the various administration tasks set by the Operations Manager are completed in an effective and timely manner.

Ensure that the office has enough stationery, office products catering and cleaning supplies.

Prepare the Operation Managers Monthly Report. Prepare the AGM report and its documentation. Maintain records and the various filing systems.

Any other administration duties as required from time to time.

Relationship Management

Hold a constructive and supportive relationship with all NHB Members, and the Operations Manager