



August 2024

[www.inlinehockeynz.org.nz](http://www.inlinehockeynz.org.nz)

## Job Description – Finance Administrator (Volunteer)

### About Inline Hockey New Zealand.

Inline Hockey New Zealand is the governing body for Inline Hockey in New Zealand. It promotes Inline Hockey through inclusive, high-quality programs.

### Position Purpose.

The purpose of this role is to ensure the financial integrity and sustainability of Inline Hockey New Zealand. The Financial Administrator will manage and oversee key financial activities, ensuring compliance with regulations and supporting the organization's strategic goals. By maintaining accurate financial records and providing insightful analysis, this role supports IHNZ's mission to grow the sport and maintain its position as New Zealand's premier inline hockey authority.

This position:

<i>Reports to:</i>	General Manager - Inline Hockey New Zealand
<i>Location:</i>	Remote.
<i>Position Status:</i>	Volunteer. Estimated 10 - 15 hours per month.
<i>Direct Reports:</i>	N/A
<i>Key Relationships:</i>	General Manager, IHNZ Chair and Treasurer, IHNZ Conference Chairs and Treasurers

### IHNZ is a Child Safe Organisation.

As part of our safeguarding culture, IHNZ is committed to ensuring all staff and volunteers who work with children and young people are safe and appropriate to work with children. All staff and volunteers will be required to be safety checked and Police vetted.

IHNZ recognises all our staff and volunteers are in Positions of Trust. We want children, young people, parents, caregivers and whānau to feel protected and confident that our staff and volunteers have been safely recruited to the highest standard possible.

### **Our Values.**

Inline Hockey New Zealand embodies the following principles and values within our sport:

- Respect
- Equality
- Discipline
- Fairness
- Teamwork

### **Personal Attributes.**

<i>Results oriented, driven and motivated.</i>	You are task oriented, and delivery focused, coupled with an ability to see the bigger picture. You see things through, and you deliver. Your work ethic is on point. You want to make a positive difference.
<i>High attention to detail.</i>	You'll impress the inline hockey community with your accurate, methodical and systematic approach.
<i>Ability to work under pressure.</i>	You can manage a multitude of competing deadlines and projects whilst keeping composed in a fast-paced and sometimes sensitive environment.
<i>Collaborative approach.</i>	You understand the importance of combining everyone's efforts and expertise to produce benefits greater than those achieved through individuals. You understand when to consult with others internally and are comfortable working with external partners.
<i>Enthusiasm.</i>	You believe in our cause and are excited to share our IHNZ stories. You have a sense of humour!
<i>Exceptional relationship management skills.</i>	You can engage with and foster trust with a wide-cross section of people.

<i>Flexibility.</i>	Flexibility to volunteer (work) outside normal office hours, on weekends, and on public holidays. Flexibility to work across many projects and initiatives.
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**Skills and Qualifications.**

*Required:*

- Exceptional communication and people skills.
- Demonstrated skills, knowledge and experience in administration.
- Experience using accounting software.
- Ability to manage and implement multiple projects and deadlines at the same time.
- Excellent computer skills in all Microsoft Office packages including Word, Excel, Power Point, and Outlook.

*Desirable:*

- Experience and proven track record in a similar role.
- Experience using Xero.

**Key Responsibilities.**

Managing the day-to-day finances of IHNZ to provide timely and accurate information for decision making.

<i>Day-to-day duties.</i>	<p>Coding of transactions in Xero. With all previous month coding to be completed by 10<sup>th</sup> of following month.</p> <p>Issuing invoices/credit notes to members in Xero as required (most invoicing done through eSports).</p>
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	Loading supplier invoices for payment in Xero/ASB Bank.
<i>Monthly duties.</i>	Monthly reconciliation of bank accounts and credit card accounts in Xero to ASB.  Monthly reconciliation of the Xero eSports account to eSports.  Monthly review of general ledger coding and competition tags to ensure accurate reporting.
<i>Additional support.</i>	Assist Treasurer with queries as part of the annual performance report review.  Assist Treasurer with the bi-annual GST return.  Assist Treasurer and General Manager with preparation of the annual budget.
<i>Other Duties.</i>	Other duties as reasonably requested by the General Manager or Treasurer.