

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title	Financial/Accounts Administrator
Functional Area	Administration
Reports to	General Manager
Salary	Hourly rate TBC
Employment Status	Permanent Part Time

2. POSITION OBJECTIVE

To manage the financial administration of Racing Tauranga Incorporated, to ensure accurate and timely reporting to the Board of Directors via the General Manager

3. RESPONSIBILITIES

The following competencies are required for this position:

Creditors	Enter to MYOB for authorization and payment
Debtors	Implement and prepare for efficient event management
Payroll	Utilize ACE payroll weekly
Bank reconciliation	To be completed daily
Reporting	MYOB data entry daily (for external review)
Stock process	Manage new till system for tracking and reporting on stock movements
Other	Manage other financial duties including preparation of electronic dashboard report for GM to present to the Board meetings as required

5. PERSON SPECIFICATION QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

Qualifications – Desirable: tertiary qualifications in finance/accounting

Knowledge, Skills & Experience (Essential): 5+ years experience in a financial administration role.

Knowledge, Skills & Experience (Desirable): An excellent understanding of Xero or MYOB operating systems.

6. ORGANISATIONAL RELATIONSHIPS/AUTHORITY

ORGANISATIONAL RELATIONSHIPS

Reports to: General manager

Manages: No Staff

Internal Contacts: Other staff, suppliers, Board members,

External Contacts: members of the public

ORGANISATIONAL AUTHORITY

Decisions made in the position: Nil

Decisions referred:

7. OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

8. GENERAL RESPONSIBILITIES

To be proactive, willing and contributing member of the team at all times.

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Employee:

Direct Manager:

Signature:

Signature:

Prepared by:

Date Issued:

KEY PERFORMANCE OBJECTIVES –

Employee Name:

Timing of Performance Reviews: informal 3 & 6 months and annually thereafter

Output Exceeds	Key Performance Indicator	Below	Meets	

Acknowledgment of assessment:

Name (Signature)	Review Manager	6 months	12 months
		Date:	Date:
		Date:	Date:
		Date:	Date:

The employee understands that this report is kept in a confidential HR file in Executive Assistants office. Any additional notes made from the meetings will also be held on the employees file.