

TITLE OF POSITION:	Administration Manager
POSITION TYPE:	Permanent, Full Time Employee
REPORTS TO:	Chief Executive
LOCATION:	University of Otago Oval, Dunedin
DATE ESTABLISHED:	March 2017

ABOUT OTAGO CRICKET

A Game for all New Zealanders; A Game for Life

Cricket is recognised as New Zealand's premier summer sport. Cricket will be a game for all New Zealanders; a game without barriers – a game that can be played anywhere, by anyone. Whatever the individual circumstances, Kiwis will be given every reason to celebrate and engage with cricket as their game, for life.

Otago Cricket is one of six Major Associations across NZ with a governance and management responsibility to the wider Otago and Southland region. Our organisational vision is to inspire our existing and next Generation of Cricketer and Cricket Fan for Life. Our purpose is to lead the growth of Cricket within our Community; from kids and coaches starting out on a long and enjoyable cricket journey all the way up to support and success of our flagship teams – the Otago Volts and the Otago Sparks.

We are committed to a core set of values that will drive our motivation, planning and delivery and will be a strong catalyst to strengthening the brand and image of Otago Cricket.

- Courage, Pride, Commitment, Respect, Unity

PURPOSE OF THE POSITION

To have responsibility for all critical accounts and office administration responsibilities (including first point of focus for customer enquiries), to ensure an efficiently managed and professional office environment that offers optimal customer service.

TASK DESCRIPTION (Prime Responsibilities)

Key Task:	Expected Outcome:
<i>Accounting Administration</i>	<ul style="list-style-type: none"> • Full gambit of accounting administration functions including but not limited to: <ul style="list-style-type: none"> ○ Daily: <ul style="list-style-type: none"> ▪ banking ▪ inputting debtors and receivables into SAP system (e.g. suppliers, staff expenses etc) ▪ Effective and efficient filing of all accounting information ○ Weekly: <ul style="list-style-type: none"> ▪ Petty cash management & reconciliation ▪ bank reconciliations ○ Monthly: <ul style="list-style-type: none"> ▪ ensuring all accounting information is up to date in the SAP system to enable Game Plan to prepare month end reports ▪ provision of information to enable Game Plan to maintain the

TASK DESCRIPTION (Prime Responsibilities)	
Key Task:	Expected Outcome:
	<p>fixed asset register and prepare PAYE payments (PAYE, GST, FBT)</p> <ul style="list-style-type: none"> ○ As required: <ul style="list-style-type: none"> ▪ Professional & Amateur Costs – prepare player allowances and expenses and lead all planning and quotes and bookings – travel, accommodation & other related costs ▪ provision of data to CEO in order to prepare funding applications ▪ provision of data to CEO in order to prepare annual budget ▪ Year end accounting procedures including preparation of accruals and income in advance and preparation of all accountants and auditors requirements ▪ To undertake any other accounting duties as may be required from time to time by the CEO ○ Annual Budget preparation in unison with CEO
<i>Office</i>	<ul style="list-style-type: none"> • Take a lead in cleanliness of full office environment including kitchen – NOTE: all staff shall take shared responsibility. • Control key register • Ordering of stationery/courier and kitchen supplies • Upkeep of all first aid kits • Support maintenance of OCA databases
<i>Administration</i>	<ul style="list-style-type: none"> • Office management - Including but not limited to the following: <ul style="list-style-type: none"> • Prepare all administration requirements pertaining to Otago Cricket AGM • Set up Board meeting requirements including send out of monthly Board book • Manage insurance requirements • IT management – liaison with contractor • Staff timesheets • Gaming Trust and other Trust applications including audits • Long Room bookings • Game day lead in cash handling management • Maintain vehicle records/FBT records monthly
<i>Reception</i>	<ul style="list-style-type: none"> • Take a lead in meeting and greeting guests and customers in person. Note this responsibility will sit with all staff when the reception cannot be manned • Manage all incoming and outgoing mail • Ensure a clean and tidy desk area at all times
<i>Representative Programme support</i>	<ul style="list-style-type: none"> • Assist the Manager Community Cricket & Manager Operations to efficiently prepare administration responsibilities pertaining to preparation of representative teams including Otago Volts and Sparks

TASK DESCRIPTION (Prime Responsibilities)	
Key Task:	Expected Outcome:
	<ul style="list-style-type: none"> ○ Travel, Accommodation, Catering, Clothing, Manuals ○ Assist Community Cricket team to liaise with Coaches/Managers/Scorers/Umpires/Parents ○ Manage all team expense monies and receipts
<i>Event based support</i>	<ul style="list-style-type: none"> • Assist Manager Sponsorship, Marketing & Events with gate related cash handling management at all major OCA events • Support CEO with Cricket hosting preparation at International fixtures • Ensure all staff and contractors adhere to organisation cash handling policy
<i>OCA Employee Standard Job Requirements</i>	<ul style="list-style-type: none"> • Act in accordance with all Otago Cricket policies and procedures which may be updated from time to time.

WORKING EXPERIENCE:
<ul style="list-style-type: none"> • Previous office administration and accounting experience is essential

SKILLS AND KNOWLEDGE:	
<i>Office Skills</i>	<ul style="list-style-type: none"> ▪ Sound office administration experience ▪ Advanced accurate keyboard and an in-depth knowledge of Microsoft products
	<ul style="list-style-type: none"> ▪ Understand and management of accounting requirements and systems is essential
<i>Core Competency #1</i>	<ul style="list-style-type: none"> ▪ Has a can-do attitude and is willing to tackle any task with the minimum of fuss
<i>Core Competency #2</i>	<ul style="list-style-type: none"> ▪ Outgoing personality - establishes and maintains effective relationships with stakeholders
<i>Core Competency #3</i>	<ul style="list-style-type: none"> ▪ Makes decisions and meets deadlines in a timely manner. Excellent initiative.
<i>Core Competency #4</i>	<ul style="list-style-type: none"> ▪ Has the functional and technical knowledge and skills to do the job at a high level of accomplishment

QUALIFICATIONS
ESSENTIAL: <ul style="list-style-type: none"> • Drivers Licence • Must be legally entitled to work in New Zealand
PREFERRED: <ul style="list-style-type: none"> • Trained in use of accounting packages • Relevant tertiary qualifications

PERSONAL ATTRIBUTES:
<ul style="list-style-type: none"> • An understanding and interest in sport and ideally cricket would be beneficial • Is positive by nature, outgoing and friendly • Communicates honestly, openly and consistently

Job Description



PERSONAL ATTRIBUTES:

- Good personal presentation
- Shows initiative and has the ability to work efficiently on their own
- Willingness to work seasonal variations to get the job done
- Ability to work under pressure and to tight timelines
- A flexible attitude to working and willing to work evenings and weekends from time to time if required

Contacts/Relationships:

OCA District staff – Southland, Otago Country, North Otago, Dunedin

Game Plan – Accountants

Sponsors and funders

NZ Cricket

Otago Umpires and Scorers Association

External suppliers/service companies

External auditors/accountants/bankers/lawyers/ insurers

Responsible For:

No. of Staff	N/A
Budget	N/A
Revenue	N/A

Signature of Job Holder

Date signed