



Position Title:	Community Projects and Administration
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Work Area:	Netball WBOP Zone	Reports to:	WBOP Finance and Funding Administrator
Primary Location/s:	Hamilton based office position.		
Employment Status:	Part time: 30-35 hours, Fixed Term: 12 months		

Primary Purpose of Position
The purpose of this role is to support the administration of the Netball Waikato Bay of Plenty Zone including financial and administrative support to ensure accurate and timely processing of transactions, compliance with company policies, administrative support for key operational areas, and undertake specific community projects as directed from time to time.

Responsibilities & Measures	
Key Accountabilities	Critical Factors
Finance Support	<ul style="list-style-type: none"> Support of the Finance and Funding Administrator including but not limited to supporting or preparing funding applications and reconciliations/accountability reports Accounts Payable and Accounts Receivable inputting. Following up with outstanding debtors. Assisting with month-end and year-end closing activities, particularly within the first 3 working days of the month. Maintaining accurate financial records and filing systems Point of contact for vehicle maintenance, notices and mileage records Collate timesheets for monthly or fortnightly payrolls as required. Supporting the finance team with ad-hoc tasks and reporting
Membership Administration	<ul style="list-style-type: none"> Manage the administrative tasks for Constitutional Members, including documents and processes required by the Incorporated Societies Act, and maintain a register of members Manage the organisation and delivery of Zone AGM, and SGMs if applicable, including organisation, bookings, documents, registration, on-the-day support, and minutes Collate Membership returns (twice yearly) including but not limited to sending out requests to Centres, receiving numbers, updating spreadsheet for review Maintain Member database as this moves to Sporty Send out any Member Affiliation Letters for Centres (for funding or confirmation of fees) NWBOP Zone Life Member and Service Award processes and database NWBOP Netball New Zealand Service Award nominations

Community Projects	<ul style="list-style-type: none"> • Manage the workload schedule of Netball Ambassadors to ensure work is completed throughout the Zone based on Centre participation numbers and funding sources. • Maintain database for Centre applications for funding for Special Projects and Travel Contributions, which includes managing tickets to events • WBOP Nominations for NNZ award processes and approvals (Oct)
General Administration Support	<ul style="list-style-type: none"> • Ensure that computer based files especially on Sharepoint and Teams are updated and organised in a timely manner to ensure maintenance of information • Maintain the Zone calendar online and in the office. • Maintain Newsletter database • Support Staff with Newsletter and distribution • Organise staff morning teas/lunches and staff activities • Maintain office meeting room booking system • Communicate thanks, recognition or condolences to key community personnel when appropriate • Administrative support to the key operational areas of the Netball Waikato Bay of Plenty Zone and staff as needed, such as <ul style="list-style-type: none"> ○ Registration forms for events and workshops ○ Pre-event communications ○ Post-event communications ○ Surveys • Manage the administrative resources including office supplies and stationery • Ensure relevant contact lists and databases are updated in a timely and accurate manner. • Maintain Zone website to ensure it is up to date

Key Relationships	
Internal	External
<ul style="list-style-type: none"> • WBOP Zone staff • NNZ Staff 	<ul style="list-style-type: none"> • Centres and their staff/volunteers • As required

Staff Reporting	
Paid	Volunteer
Nil	Nil

Delegation of Authority	
As per budget and delegation policy	

Core Competencies, Skills & Qualifications/Experience	
Competency	Descriptors
Specialist Knowledge & Experience	<ul style="list-style-type: none"> • 1-3 years in a similar role • Accounting knowledge: Understanding of basic accounting principles (e.g. double entry bookkeeping, accruals, prepayments)

	<ul style="list-style-type: none"> • Software Proficiency: Familiarity with accounting software (e.g. MYOB Acumatica) and MS Excel. • Data Accuracy: Ability to enter and process financial data with high attention to detail. • Grant funding applications and accountability experience • Sound knowledge of best practice administration processes and strong systems skills.
Analytical & Problem Solving	<ul style="list-style-type: none"> • Ability to identify discrepancies and resolve issues promptly. • Competence in reconciling accounts and spotting errors.
Teamwork and Collaboration	<ul style="list-style-type: none"> • Is widely respected and trusted • Is calm, confident, decisive and objective, especially under pressure • Willingness to be accountable and measured on performance. • Can give and receive constructive feedback to enhance performance. • Skilled at determining important issues, prioritising and multi-tasking • Works effectively and supports colleagues • Willingness to assist in other areas during busy periods
Communication & Interpersonal Skills	<ul style="list-style-type: none"> • Exceptional written and verbal communication • Builds trust and rapport quickly • Professional, adaptable, and collaborative • Able to manage relationships under pressure • Ability to explain financial information in simple terms • Demonstrates integrity and adherence to company policies • Maintaining confidentiality of sensitive financial information
Planning and organisational skills	<ul style="list-style-type: none"> • Strong time management and ability to prioritise tasks • Strong attention to detail and ability to work both independently and in a team

Other	
<ul style="list-style-type: none"> • Given the demands of this role, and the nature of working in sport, work outside standard working hours may be required in the evening and weekends 	