

POSITION DESCRIPTION

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| Position Title: | Finance and Administration Manager |
| Reports To: | Hub Director |
| Office Location: | Hamilton, New Zealand |
| Employment Status: | Part Time (30 hours per week). This includes some weekend work and time in lieu will apply in these instances |
| Direct Reports: | Hub Recorder |
| Key Relationships: | Swimming Waikato Board / Hub Director / Hub Recorder / SW Panels |

Duties and responsibilities

As outlined in Swimming Waikato's Strategic Plan, and associated documents, the Finance and Administration Manager will work alongside the Hub Director to deliver of the Regional Swimming Hub programme which will:

- create a pathway for our Waikato swimmers to keep them in the sport and help them to achieve their swimming goals
- assist with the support and development of coaches throughout the region to grow coaching culture and ensure the development of swimmers with excellent technique across all programmes
- graduate more swimmers to Aquablack status and Commonwealth Games & Olympic selection
- develop more coaches with the capability to lead these teams
- raise the profile of Swimming Waikato through the implementation of agreed initiatives
- create a pathway for our Waikato volunteers to give them an opportunity to contribute to their local communities

The position includes the following duties and responsibilities, and any additional duties and responsibilities required to deliver the Regional Swimming Hub programme including –

- Working alongside the Hub Director to deliver the components that make up the Coach and Swimmer Development Pathways.
- Ensuring the administrative functions are effective in supporting the achievement of the organisation's goals and agreed targets.
- Utilising the Board Work Plan, ensure key Governance and Management tasks are reviewed and carried out within the required timeframe.

- The preparation of documentation and reports to keep the Board up to date with planning, promotions, finances and other relevant information arising from the implementation of the Regional Swimming Hub programme.
- Preparation of the Board Pack, attendance at Board Meetings, and taking and circulating accurate minutes in a timely manner.
- Completion of quality grant applications, as detailed in the Board work plan, and associated accountability reporting.
- In conjunction with the Hub Director –
 - Script and circulate quarterly newsletters.
 - Drafting the annual Competitive Calendar for Club and Official approval.
 - Technical Panel and the senior coaching group, develop and distribute Swimming Waikato Meet Flyers in a timely manner.
- Managing the delivery of key events including -
 - The Annual Awards Evening which is an engaging celebration of swimming in the Waikato.
 - The Annual General Meeting which complies with the Constitution of Swimming Waikato including developing the Annual Report, preparing the Chairman’s PowerPoint presentation, sending out invitations, ensuring a quorum is present and taking accurate meeting minutes.
 - In collaboration with the Technical Panel and Duty Clubs, delivering quality swim meets which engage swimmers and attract participants from outside the region.
- Delivery of a programme of club and volunteer development opportunities including –
 - Annual Administration Conference
 - IOT seminars
 - Regular communication with Secondary Hub Clubs
 - Other Workshops as identified
- Carrying out the finance function for Swimming Waikato
 - Daily financial functions
 - Prepare monthly financial reports for the Board
 - Complete annual financial statements
 - Provide relevant information for the annual audit
- Leading the Social Media functions including ensuring the website is up to date and informative
- Managing the XLR8 Achievers Club
- Maintaining Swimming Waikato Records
- Maintaining the Waikato portion of the Swimming New Zealand database and support clubs to maintain their records accurately.
- Assisting the Hub Director and the Swimming Waikato Team with all other operational and administrative tasks as required.

Health and Safety

- Manage the Health & Safety requirements for Swimming Waikato.
- Contribute to and maintain Swimming Waikato's Health and Safety culture
 - Know how to apply Health and Safety Principles to achieve a safe and positive working environment.
 - Take personal responsibility for one's own health and safety and that of other employees and relevant stakeholders.
 - Take appropriate action to deal with workplace hazards and incidents in a way that complies with Health and Safety Policies, procedures, systems and best practice.

Knowledge, Skills, Experience, & Qualifications necessary for the role

Essential

- Strong knowledge of Xero accounting software
- Ability to read and analyse financial reports
- Excellent written and oral communication skills
- Good organisational skills
- Must hold New Zealand citizenship
- Above average working knowledge of MS Office products

Desirable

- A relevant tertiary qualification
- Previous employment in non-for-profit background helpful