



FINANCE AND ADMINISTRATION MANAGER – SWIMMING WAIKATO

With a vision of Swimming For Life, and a goal of growing a lifelong participation in swimming in the Waikato, we're focussed on ensuring our members achieve their swimming goals, no matter what they might be.

And we're looking for a dynamic and creative Finance and Administration Manager who is proactive, a self starter, and is passionate about working in the community space.

Your bubbly personality, organised nature and love of sport will ensure you carry out the varied administrative functions of Swimming Waikato to an extremely high level. You'll be a positive and engaging communicator with all members of the wider Swimming Waikato community. You and our Hub Director will form a tight knit team who will continue to grow the Regional Swimming Hub programme and lead the way with swimming delivery in New Zealand.

The attached Position Description provides an overview of the role. Scoped at 30 hours per week, this role will also appeal to those of you who are looking to juggle family life with an exciting and meaningful career move. If the variety of the role and the ability to make a real difference in the swimming space in the Waikato sounds like an exciting challenge, please introduce yourself by way of a covering letter, and forward your Resume to Sean Lewis, Swimming Waikato Board Chair by Wednesday the 24th of July 2019.

E - chairperson@swimmingwaikato.co.nz

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