



NORTHERN DISTRICTS CRICKET

Position Title	Finance Assistant
Employer	Northern Districts Cricket Association
Full-time / Part-time	Flexible – Full-time or Part-time
Date updated	February 2021
Reports to	Finance Manager
Key Internal Relationships	ND Cricket Staff
Key External Relationships	District Association Staff and Boards, New Zealand Cricket, IRD, NDCA Auditors, Suppliers
Location	Seddon Park, Hamilton

1. Technical and Personal Competencies

(a) Mandatory

- Proven experience and success in an administration or accounting role
- Strong financial literacy and accuracy
- Ability to work effectively within a team
- Strong work ethic
- High level of computer literacy with broad understanding of IT systems (including but not limited to Microsoft Office products, Xero and cloud-based solutions)
- Strong time management and organisational skills

2. Key Challenges/Performance Indicators

- Timely processing of financial data, including but not limited to bank reconciliation, accounts payable processing, accounts receivable processing and payroll
- Assisting and implementing process improvements throughout the organisation
- Working closely with District Associations providing Finance and Funding Shared Services.

3. Key Responsibilities and Accountabilities

(a) General Accounting and Finance Duties

- Provision of prompt and accurate input of all transactions into accounting software system (Xero), including correctly coding and processing bank entries, and performing daily reconciliations.
- Accounts payable – processing of supplier invoices/expense claims, guiding account coding process, monitoring supplier terms, keeping finance manager informed.
- Accounts receivable – raise invoices as required, monitor aged debtor reports, keeping finance manager informed.
- Preparation of GST and PAYE returns.
- Preparation and processing of payroll for approval by Finance Manager.
- Preparation of funding applications and acquittals.

- Assist in preparing monthly management reports for District Associations.
- Accounting system maintenance as required, i.e. updating chart of accounts, project codes, costs centres.
- Assisting in the implementation of finance systems to gain efficiencies, and controls to ensure policies and procedures are complied with.
- Any other duties as required.