

POSITION DESCRIPTION

Position title: **Accounts Assistant**
Reports to: Finance Manager
Office location: Cambridge, New Zealand
Employment Status: Part time – up to 30 hours per week
Direct reports: n/a

CYCLING NEW ZEALAND OVERVIEW

Cycling New Zealand (CNZ) is the national sports organisation (NSO) for all cycling codes in New Zealand, as recognised by the International Cycling Union (UCI), Sport New Zealand, High Performance Sport New Zealand (HPSNZ), the New Zealand Olympic Committee (NZOC) and the New Zealand Paralympic Committee (NZPC), representing the interests of Road & Track, Mountain Bike, BMX, and Schools Cycling.

CNZ is responsible for the management and development of the sport from the national teams at the elite level, including World Championships, Olympic and Commonwealth Games, through to club and community level participation.

CNZ is structured across the areas of high performance and development (athletes, coaches, support staff and officials), events, participation and memberships, commercial, communications and corporate services, including finance and administration.

CNZ's key targeted outcomes are:

- Increased medal success internationally
- Growth in participation and membership
- More role models for New Zealand and cycling
- A strong, healthy, and sustainable organisation

CNZ's key values are:

- We are proud of who we are, what we do, and the sport and organisation we represent
- We care equally about people and performance
- We are inspired and inspiring
- We are humble and engaging
- We are driven by the legacy we will leave

KEY PURPOSE OF ROLE

The purpose of this role is to support the Finance Manager and oversee the day -to -day management of accounting processes.

KEY FUNCTIONS OF THE ROLE

1. Receipting of payments, payments of invoices and associated entry into the general ledger
2. Maintain databases and spreadsheets including customer contacts in accounting computer program
3. Assist with trust/grant reconciliations
4. Analysis of monthly supplier invoices and other associated accounts as required
5. Assist with preparation of GST returns and any other statutory compliance
6. Review, verify and process expense reports and credit card reconciliations
7. Accounts receivable management
8. General administration including filing invoices and maintaining proper accounting records
9. Support Finance Manager as needed in monthly reporting

KEY RELATIONSHIPS

1. External

- Contracted Staff
- Athletes
- Clubs
- Suppliers

2. Internal

- Cycling New Zealand staff
- Cycling New Zealand Schools

PERSON SPECIFICATIONS

1. Knowledge, Skills and Experience Required:

- At least 3 years' experience in Accounts Payable and Accounts Receivable
- Working knowledge of Xero and MS Office
- Working knowledge of IRD requirements

2. Key Competencies and Behaviours Required:

- Strong team player and contributor
- Strong work ethic
- Problem solving attitude
- Strong verbal and written communications
- Passion for detail and customer service
- Excellent time management
- Attention to detail with a superb level of accuracy
- Great organisational and prioritisation skills

3. Desirable but not essential:

- Interest or participation in cycling