



**Special Olympics**  
*New Zealand*

**BACKGROUND / PERSON SPECIFICATION**

**POSITION TITLE:** Finance / Office Administrator  
**LOCATION:** Petone, Wellington  
**REPORTS TO:** Business Support Manager  
**STATUS:** Part time (25 - 30 hours per week)  
**DATE:** January 2010

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**BACKGROUND**

The ultimate goal of the Special Olympics movement is to help its people with intellectual disability participate as productive and respected members of society by offering them a fair opportunity to develop and demonstrate their skills and talent through sports training and competition, and by increasing the public's awareness of their capabilities and needs.

Special Olympics New Zealand (SONZ) is a registered charitable trust established in 1985.

In 2008, the Trust:

- currently employs 13 people who
- support over 2500 volunteers organised in 49 Clubs nationwide
- to provide year-round training and competition in up to 14 sports disciplines to
- over 5,300 athletes!

**Vision**

Our **vision** (*what we want to be - our future*):

*The Special Olympics movement will transform communities by inspiring people throughout the world to open their minds, accept and include people with intellectual disabilities and thereby celebrate the similarities common to all people.*

**Mission**

Our **mission** (*what we do - our purpose*):

*The mission of Special Olympics New Zealand is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.*

**Principles**

Our **principles** (*how we are to act - our beliefs*):

- *Athlete centered*
- *Locally delivered*
- *Weekly participation*
- *By volunteers*
- *And supporters*

**Strategic Goal**

Our **strategic Goal** in New Zealand (*what gets us out of bed every morning!*)

*Double the number of athletes we serve!*

## **PERSON SPECIFICATION**

### **Qualifications/Training**

Essential: Relevant qualification or equivalent New Zealand recognized qualification or minimum of 5 years practical experience in accounting/bookkeeping.

### **Role Experience**

Essential: Full understanding of general accounting procedures and accrual accounting  
Fluent in the use of MYOB - including general ledger and job costing applications  
Experience in preparing GST and PAYE returns.

Strong administration background

Desirable: Knowledge of New Zealand not for profit sector

Previous experience with preparation of grant reconciliations

Previous experience using DirectLink Online banking program

### **Capabilities (Knowledge, Skills and Attitudes)**

Essential: minimum of 5 years accounting experience including a sound understanding of job costing and budgeting principles

Analytical skills and ability to pick up errors

Understanding of working with foreign currency

Understand accrual accounting

An ability to develop positive relationships at multiple levels

Superior competency in using Microsoft computer software programmes including MS Outlook, MS Word, MS Excel, MS Powerpoint.

General administration experience including general correspondence

### **Personal Attributes**

Essential: A passion for excellence and a commitment to high standards.

Integrity and loyalty to the organization and a commitment to organizational objectives

Operates in a "best practice" environment

A genuine internal and external customer service focus.

Initiative, judgment and an ability to solve problems.

Ability to accept responsibility and self manage.

An ability to work under pressure

Please contact Linda Hall, Business Support Manager for a full job description.

Telephone: (04) 5600360.



## **JOB DESCRIPTION**

**POSITION TITLE:** Finance / Office Administrator  
**LOCATION:** Petone  
**REPORTS TO:** Business Support Manager  
**STATUS:** Part time (25 - 30 hours per week)  
**DATE:** January 2009

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## **POSITION PURPOSE**

To process and provide accurate accounts information, provide administration support and also assistance to the CEO and Business Support Manager as required

## **KEY ACCOUNTABILITIES**

- Accurate entry of data into MYOB
- Preparing invoices for approval and payment
- Banking of cheques/monies received
- Administering the Petty Cash
- Bank reconciliations
- Payment of invoices through DirectLink Online and preparing cheques when required.
- Sending out invoices and receipts
- Preparing GST and PAYE payments
- Managing debtors and creditors
- Coordinating monthly reports from regional offices (Expense Reports, Shell Card, Visa Card Analysis)
- Preparation of grant reconciliations
- Management and distribution of Databases / data entry
- Collateral development
- General mailouts
- Managing statistical reporting from website traffic
- Managing Charities Commission Updates/Annual Returns
- Stock control
- Assist CEO and Business Support Manager as required
- Other administration tasks as assigned