






# CAREERS

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**NHG**  
Gymnastics

## FINANCE TEAM SUPPORT PART TIME, REMOTE

NHG Gymnastics provides a variety of gymnastics programs to the Auckland community with the main goal to create a positive environment and experience for all that encourages respect, excellence, integrity, and passion. We offer sport, health, and recreation to children, from toddlers to adults, both in recreational gymnastics all the way to international competitive gymnastics. We offer gymnastics across the Artistic, Trampoline, Rhythmic and Tumbling codes.

With over 2,500 (and growing) members per term, schools delivery, holiday programs and over 100 staff, we are the largest Gymnastics Club in New Zealand.

We are currently looking for a Finance Team Support Person to join our professional, passionate and motivated Finance Team. The successful candidate will work 10 hours per week, may work from home and reports to the Finance Lead.

Key responsibilities include:

- Inventory administration
- Credit card receipts processing
- Assisting with accounts processing as needed

The successful candidate will need to have the following experience/skills and attributes:

- Experience working in accounts administration
- Experience with Xero software (preferred)
- Proficient in using Microsoft Office
- Attention to detail
- Excellent communication skills

Please apply by sending through your CV and Cover Letter to Milena milena@nhgym.co.nz or email Milena if you have any questions.