

**Job Title:** Admin and Finance Manager

**Location:** North Harbour Gymnastics, North Shore

**Employment Type:** Full-Time

**About Us:** Established in 1989, NHG Gymnastics is the largest leading gymnastics club in New Zealand dedicated to providing high-quality training and support to our athletes at all levels. We are committed to fostering a positive and inclusive environment where gymnasts can thrive.

**Position Overview:** We are seeking a highly organized and detail-oriented Admin and Finance Manager to join our team and support our CEO. This role is crucial in ensuring the smooth operation of our administrative and financial functions. The ideal candidate will have a strong background in finance and administration, excellent communication skills, and a passion for supporting the growth and success of our club.

**Key Responsibilities:**

- Manage day-to-day administrative tasks, including scheduling, correspondence, and office management.
- Oversee financial operations, including budgeting, debt collection, accounting, and financial reporting.
- Prepare and manage payroll, invoices, and expense reports.
- Ensure compliance with financial regulations and club policies.
- Coordinate with coaches, staff, and members to support club activities and events.
- Maintain accurate records and databases.
- Assist in the development and implementation of club policies and procedures.
- Managing grant funding and sponsorship activities and assisting with other fundraising initiatives.
- Managing of finance support staff.

**Qualifications:**

- Bachelor's degree in Finance and a qualified CA/CPA or equivalent.
- Proven experience in financial management, debt collecting and administrative roles.
- Experience with grant funding applications and management for non-for-profit charities.
- Proficiency in accounting software (Xero) and Microsoft Office Suite.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Attention to detail and a high level of accuracy.
- Ability to work independently and as part of a team.
- Passion for gymnastics or sports administration is a plus.

**What We Offer:**

- Competitive salary based on experience.
- A supportive and collaborative work environment.
- The chance to make a meaningful impact on the lives of young athletes.

**How to Apply:** Interested candidates are invited to submit their resume and a cover letter detailing your qualifications and experience to [ceo@nhgym.co.nz](mailto:ceo@nhgym.co.nz) by 10 January 2025.

Join us at North Harbour Gymnastics and be a part of a team that is dedicated to excellence in gymnastics and the development of our athletes!