



## **JOB DESCRIPTION – Accounts Manager**

30 April 2009

**Responsible to:** Chief Executive

**Functional Relationships With:** Hockey NZ Staff, Associations, Hockey NZ Councils, Customers, Suppliers

### ***Main Objectives***

1. To ensure the effective management of Hockey NZ's Financial Statement and accounts.
2. Ensure the CEO is updated weekly on the financial position of the organization.
3. Ensure resources and planning are fully integrated in line with Budgets.
4. Aware of Hockey NZ's Accounting Functions and Hockey NZ's Financial Committee protocol.

### **Key Tasks**

### **Desired Outcomes**

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|---|--|
| 1. Collect Affiliation numbers from Associations and issue invoices for Affiliation Fees.   | Accurate invoicing and timely payment                                    |
| 2. Issue Registration Fee invoices  | Accurate and timely invoicing.   |
| 3. Invoicing Customers ASAP once resource sold or services rendered.  | Accurate invoicing and timely payment.                                   |
| 4. Prepare Debtors aging schedule monthly, review and send reminder notices if necessary.   | Timely payment. Maintain cash flow balance.                              |
| 5. Prepare Creditors schedule monthly, review weekly and make payment to Suppliers when payment is due.                             | Accurate records. Maintain goodwill with Suppliers.                      |
| 6. Bank cheques/cash weekly or daily if necessary, prepare bank reconciliation statement monthly, update cash flow situation to CEO | Clear and accurate records. Maintain cash flow balance.                  |
| 7. Prepare PAYE monthly schedule and make payment to IRD before 20 <sup>th</sup> of each month.                                     | Accurate records and timely payment.                                     |
| 8. Prepare a two-monthly GST return before the end of the following month.  | Accurate records and timely payment.                                     |
| 9. Prepare FBT return quarterly.  | Accurate records and timely payment.                                     |
| 10. Pay wages on every Wednesday and record salary pay by automatic-payments fortnightly.   | Accurate calculation, records and timely payment.                        |
| 11. Input data of all Debtors, Creditors, Bank transactions and Journals into Computer and generate monthly/annual reports.         | Clear and accurate records. Timely monthly/ Annual reports to CEO/Board. |