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| **Job Title:** | **Administrator – Accounts** | |
| **Business Unit:** | South Western Metro Basketball Incorporation (SWMBI) | |
| **Reports to:** | General Manager | |
| **Direct Reports:** | * None | |
| **Key Relationships** | **Internal** | **External** |
| * SWMBI staff * SWMBI Management Committee * HSM Staff | * None |
| **SWM & HSM Operational Objectives:** | 1. Increase stakeholder engagement & inclusion 2. Increase customer satisfaction 3. Operational viability (SWM & HSM) 4. Expense reduction & revenue growth projects | |
| **Values:** | **South West Metro** | **Hibiscus Stadium Management** |
| * Embrace Diversity​ * Development of our members and volunteers * Providing people with opportunities​ * Walk your talk | * Customer focused (family, fun, embracing, opportunities)​ * Engaging & inclusive in the community * Responsive to our hirers * Operationally viable​ |
| **Key Performance Indicators (KPIs):** | Refer to Operational plan KPIs | |
| **Reporting:** | Provide a monthly report against the following:   * KPIs and operational plan objectives * Exceptions or deviations to standards against each area of responsibility | |
| **Position Purpose:** | This position is responsible for providing administration and accounts support as required for General Manager | |
| **Responsibilities:** | * Accounts payable * Accounts receivable * Banking and cash control * Bank reconciliations * Preparation of accounts journals * Updating of SWMBI policies and procedures * Asset management * Payroll management * End of period and end of year functions * Stocktakes * Merchandise management (support to administration with orders) * Junior and Senior competition Referee payments | |
| **Knowledge and Experience:** | * High level customer service skills * Knowledge of accounting software packages e.g. Xero * Intermediate to high bookkeeping skills including BAS preparation | |
| **Qualifications:** | Blue Card | |
| **Remuneration and benefits:** | As outlined in position remuneration agreement | |
| **Location role based at:** | 1. Hibiscus Stadium, Klumpp Rd, Mt Gravatt 2. Other locations as agreed with SWMBI General Manager | |
| **Last updated:** | May 2022 | |
| **Approved by:** | Management Committee | |
| **Enquiries to:** | Committee Member – Anthony Corcoran (0438 987 869) | |