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| **Job Title:** | **Administrator – Accounts** |
| **Business Unit:** | South Western Metro Basketball Incorporation (SWMBI) |
| **Reports to:** | General Manager |
| **Direct Reports:** | * None
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| **Key Relationships** | **Internal** | **External** |
| * SWMBI staff
* SWMBI Management Committee
* HSM Staff
 | * None
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| **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
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| **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
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| **Knowledge and Experience:** | * High level customer service skills
* Knowledge of accounting software packages e.g. Xero
* Intermediate to high bookkeeping skills including BAS preparation
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| **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
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| **Last updated:** | May 2022 |
| **Approved by:** | Management Committee |
| **Enquiries to:** | Committee Member – Anthony Corcoran (0438 987 869) |