

Finance & Administration Manager (Part-Time: 20 Hours Per Week)

North Otago Rugby Union

Purpose of the Role

The Finance & Administration Manager is responsible for delivering efficient day-to-day financial processing, administrative support, and operational coordination that enables North Otago Rugby to function effectively and meet the needs of its clubs, teams, and stakeholders.

With high-level financial reporting managed by an external accounting firm, this role ensures all operational finance and administration tasks are completed accurately, on time, and to a professional standard.

Key Responsibilities

1. Financial Administration & Processing

(Operational finance up to accountant-ready stage)

- Manage Xero daily functions including coding, data entry, and reconciliations.
- Process accounts payable and receivable and support timely debtor follow-up.
- Complete GST, PAYE, bank feeds, and month-end processing.
- Prepare monthly financial reports for the CEO and Risk & Audit Committee.
- Maintain cashflow reporting and monitor operational expenditure.
- Administer payroll and maintain leave and personnel financial records.
- Liaise with external accountants for monthly reports, year-end financial statements, audits, and compliance.
- Prepare grant applications, budgets, reconciliations, and required reporting to funders.
- Reconcile and report on all Representative Team budgets.
- Maintain accurate, secure, and organised financial records in accordance with NZR/NORFU policies.

2. Administration & Office Management

- Provide efficient administrative support to ensure smooth daily operations of the Union office.
- Maintain office systems, supplies, filing, and documentation.
- Manage distribution of ticketing, car park passes, and stakeholder allocations.
- Assist in compiling and distributing the Annual Report.
- Support sponsorship administration, ensuring accurate revenue and renewal tracking.
- Complete NZR compliance reporting, registrations, and statistical requirements.

3. Event & Game Operations Support

(Delivered collaboratively with the CEO, Head of Events & Club Capability, and Team Managers)

- Support the Head of Events & Club Capability with match-day operations and event delivery across all grades.
- Liaise with visiting teams at all levels to coordinate logistics and match requirements.
- Oversee trophies and cups for club and representative matches.
- Prepare match-day information for the President, Chair, CEO, and key stakeholders.
- Assist in organising home and away Heartland fixtures and representative games.
- Ensure compliance with NZR competition rules including eligibility and registrations.
- Liaise with New Zealand Rugby regarding scheduling and operational requirements.
- Coordinate travel, accommodation, and logistics for all representative teams, including supporting budgeting and grant submissions.
- Prepare and distribute pre-arrival information packs and checklists for visiting provincial unions.
- Support planning and delivery of hosted match days, promotions, and Union events.
- Assist with arrangements for the North Otago Rugby AGM as required.

4. Policies, Compliance & Health & Safety

- Implement and uphold North Otago Rugby's policies and procedures.
- Contribute to a safe and compliant working environment by identifying and reporting hazards and incidents.
- Support emergency preparedness, risk management, and rehabilitation processes.
- Ensure administrative and financial practices meet NZR, NORFU, and legal requirements.

5. General Requirements

- Maintain strong, positive relationships with clubs, community members, players, referees, sponsors, and stakeholders.
- Represent North Otago Rugby professionally and uphold the Union's values.
- Keep the CEO informed of emerging risks, issues, or irregularities.
- Contribute to a collaborative "One Team, One Voice" culture.
- Support special projects and additional duties as required.
- Ensure accurate and timely reporting when required by the CEO or Board.

Skills & Experience

- Experience in finance administration, accounts processing, or bookkeeping.
- Proficiency with Xero and strong general financial literacy.
- Excellent organisational and administrative skills with strong attention to detail.
- Ability to work independently, balance priorities, and meet deadlines.
- Strong communication and relationship-management abilities.
- Experience in sports administration, events, or not-for-profit environments (advantageous).
- Understanding of grant applications and reporting (preferred).

Role Details

- **Position:** Finance & Administration Manager
- **Hours:** 20 hours per week (flexibility required for match/event days)
- **Location:** North Otago Rugby Union Office, Oamaru
- **Reports to:** Chief Executive Officer
- **Start Date:** 12 January 2026

How to Apply

Please send your CV and a brief cover letter to: recruitment@norfu.nz

Applications close: 10 December 2025

Don't wait until the closing date to apply, as we will be reviewing applications as we go.