



TBNZ Finance Manager

Job Description

Reports to :

Chief Executive Officer (CEO)

Liases with:

CEO

National Tournament Manager

National Squad Manager

Administration Manager

Sponsor Bowling Centres

Grant/Funding Offices

Responsibilities:

1. Preparation and facilitation of all payments
2. Receipting and recording of all monies received
3. Preparation of invoices
4. Collection of outstanding debts
5. Maintenance of the general ledger
6. Reconciliation of bank accounts
7. Preparation of six monthly GST returns
8. Preparation of Annual Financial Statements
9. Preparation of Annual Budget Forecasts
10. Provide a monthly finance report to the Management Team.
11. Provide a quarterly finance report to the Board by email and full report to Board & CEO at Board Meetings, dates of which may not be quarterly
12. Liaising with Auditors in relation to the annual Audit of the financial records
13. Liaising with Inland Revenue where necessary
14. Work with the CEO with grant/funding applications