



TASMAN RUGBY UNION RUGBY

ADMINISTRATION ASSISTANT

PROPOSED POSITION DESCRIPTION

(This document is subject to review from time to time)

POSITION DETAILS	
TITLE: Administration Assistant	Name: TBA
Reports to: Business Capability Manager	Location: Tasman Rugby Head Office, Nelson
Reporting to this Position:	No Direct Reports
FUNCTIONAL RELATIONSHIPS: Internally Chief Executive Officer Commercial and Marketing, Blenheim and Nelson. Community Rugby Manager Competitions and Operations Manager TRFU Staff	Externally TRFU stakeholders NZRU personnel Match operations contractors Super Rugby Franchises Provincial Unions
POSITION OBJECTIVE: To provide administrative and practical support to the TRU management team and ensure that the administrative tasks relating to TRU's operations are completed in a timely manner and to a high standard. In addition, may provide operational support during the Mitre 10 Cup and other competitions/tournaments in the areas of Match Operations.	
PURPOSE OF THE POSITION: The Administration Assistant is an integral member of the TRU team and is expected to develop a working knowledge of the TRFU's goals and objectives and contribute to the achievement of these to the best of their ability.	
KEY DUTIES: <ol style="list-style-type: none"> 1. Administration of accounts payable invoices including input into Xero 2. Preparation of accountability reports for all Trust Grant applications 3. H&S administration 4. Development of strong internal and external relationships 5. Administration of Sponsorship invoices 6. Assist match day operations for club, sub union and Mitre 10 Cup rugby 	

KEY TASKS	EXPECTED RESULTS:
<p>1. Finance and Office Administration: (60%)</p> <ul style="list-style-type: none"> • Open all mail and ensure all accounts payable invoices are approved by the responsible employee • Input all accounts payable invoices into Xero and file appropriately • Record transactions relating to employee EFTPOS cards, fuel cards and credit cards as well as Air NZ TravelCard into Xero • Operate within budget and ensure that expenditure is within guidelines and correctly accounted for • Answer main phone line and manage reception. • Maintain office supplies and resources • H&S Administration 	<ul style="list-style-type: none"> • All invoices appropriately approved and entered into Xero on a timely basis. • All invoices filed correctly. • EFTPOS cards, fuel cards and credit card etc transactions correctly entered into Xero and appropriately filed. • All H&S documentation is 100% accurate
<p>2: Trust Grant Accountability (30%)</p> <ul style="list-style-type: none"> • Ensure that the accountability reports for all successful TRU Gaming Trust applications are compiled in a timely manner and approved by the relevant Trust 	<ul style="list-style-type: none"> • Accountability reports are completed in a timely manner • All accountability reports are submitted by the due date.
<p>3. Match Operations & Commercial (10%)</p> <ul style="list-style-type: none"> • Assist in completing operational tasks relating to the hosting of Mitre 10 Cup games in Nelson and Blenheim. 	<ul style="list-style-type: none"> • Mitre 10 Cup games are hosted by the TRU to the appropriate standard.