



Office and Accounts Administrator

Badminton Oceania is recruiting an Office and Accounts Administrator as a permanent part-time role (30 hours per week) based in our office in Ellerslie, Auckland

This role has plenty of opportunity for someone to showcase their office organisational skills providing a administrative support to staff, the Executive Board and Members on a day-to-day basis while keeping our accounts in order.

This role can be summarized as the "glue" of the organisation.

This role will appeal to an adaptable individual who thrives on working as part of a small team, is flexible and enjoys a relaxed working environment

About Us

Badminton Oceania is one of five Continental Confederations working closely with the Badminton World Federation (BWF) to implement a wide range of development programmes and events in the Oceania Region in partnership with our 18 Member Countries.

The Executive Board leads the organisation of 6 full-time and 2 part-time staff. Information on the organisation can be found: www.badmintonoceania.org

About the Role

This permanent Part-time (30 hrs per week) role is based in our head office in Ellerslie, Auckland, New Zealand, working as part of a small team, reporting directly to the Secretary General.

We are seeking an individual who has experience in a sole charge role or overseeing small office operations with a good understanding and experience in what is required to service busy operational staff and the volunteer Executive Board as well as Xero accounting software including Xero payroll. The ideal candidate will have had some experience in working in either the sports or not for profit sector.

The remuneration will be based on experience and competencies the successful candidate brings to the role within a salary range of \$52,000 - \$58,000 - 30 hours per week, (equivalent to a FT salary of \$69,300 - \$77,300)

All applicants must be legally entitled to work in New Zealand
Please send a cover letter outlining why you would be successful in this role and CV to:
The Secretary General, Badminton Oceania
E-mail: secgen@badmintonoceania.org

Please put in the subject line: **Office and Accounts Administrator**

Applications close Wednesday 1 April 2026

Only applicants who are required for an interview will be contacted



Job Description

POSITION TITLE:

Office and Accounts Administrator

HOURS OF EMPLOYMENT:

Permanent Part-time: 30 hours per week

REPORTING TO:

Secretary General - Badminton Oceania Confederation (BOC)

KEY RELATIONSHIPS WITH:

Internal

- BOC staff
- BOC Executive Board

External

- BOC Member Associations
- Badminton World Federation (BWF) Staff
- Australian Government Team Up Programme Staff
- BOC service providers

LOCATION

- The position is based at the Badminton Oceania Office: Ellerslie, Auckland, New Zealand.

ROLE OVERVIEW

- The Office and Accounts Administrator plays a key role the functioning of the BOC office – often described as "the glue" of the organisation
- The Office and Accounts Administrator is responsible for overseeing the day-to-day operations of the Badminton Oceania office including accounting administration, travel and accommodation bookings, overseeing service and provider contracts, ensuring all IT systems are functioning correctly and ensuring that processes and systems are smooth and efficient to maintain a high level of delivery to stakeholders.
- The Office and Accounts Administrator is responsible for operational and strategic support to the Secretary General including liaising with the Executive Board as required

KEY AREAS OF RESPONSIBILITY

ACCOUNTS ADMINISTRATION

- *Responsible for the day-to-day accounting of Badminton Oceania*
- Oversee financial transaction processing for the day-to-day operations of the organisation ensuring that all financial activities are compliant with the organisational policies using the Xero accounting package
- Invoicing – prepare and send invoices as requested

- Payments – process payments both within NZ and internationally
- Credit card reconciliations and expense claims according to policies in place
- GST and PAYE – generate GST and PAYE reports and payments
- Staff payroll through Xero Payroll
- Produce monthly financial reports from XERO
- Debtors Management
- Ensure records are kept as required for auditing purposes and according to the Incorporated Societies Act 2022
- Budgets – support the Secretary General with the preparation and monitoring of the annual budget
- Grant and Funding Reporting – support the Secretary General with financial reporting and acquittal for funds received
- To communicate with the Bank as required
- To maintain an asset schedule and register of all equipment
- To work with Team Up (Australian Aid programme) staff to produce required budgets and reports
- To oversee the finances of the Team Up programme on a daily basis
- To liaise with the Auditor and submit all required documents within agreed timelines

OPERATIONAL ADMINISTRATION

- To serve as the first point of contact for stakeholders, ensuring timely and clear communications
- Oversee standard operating procedures to ensure consistency and efficiency
- Collaborate with the Secretary General to conduct regular reviews of organisational processes to identify areas for improvement and streamlining
- Overseeing of staff onboarding and training as required
- Oversee all utilities and service contracts for the operation of the office and for staff: ie. Insurance, Mobile phones, electricity, internet, alarm etc
- Oversee the maintenance and servicing of office equipment

OPERATIONAL SUPPORT

- To assist the Secretary General in the development of contracts, agreements and policies
- To make travel and accommodation bookings (predominately international) for Staff, the Executive Board and other personnel as required
- Liaise with IT and Finance system providers to ensure smooth operational processes
- Assist all staff with logistics and administrative functions across all programmes and activities

GOVERNANCE SUPPORT

- To oversee the preparation of the Annual Report within agreed timelines
- To prepare and distribute all Annual General Meeting Documents and notices according to the timelines in the Badminton Oceania constitution
- To prepare and distribute Executive Board notices and documents
- To attend Executive Board meetings and prepare the minutes post-meeting

- To provide administrative support to the Executive Board as required
- To Manage AGM preparations, Executive Board meeting preparations and any other Executive Board related activities as required

KEY COMPETENCIES

- Experience in Xero accounting software and Xero payroll
- Proficiency in accounts processing
- Sound knowledge of Microsoft 365
- The ability to prioritise workload to ensure work of the greatest importance to the organisation is undertaken with priority and to a high standard
- Experience in developing and maintaining standard operating procedures
- Experience in international travel and accommodation bookings
- Experience in minute taking and formal meeting organisation and procedures
- Experience in overseeing office operations and contracts
- Knowledge of the Incorporated Societies Act 2022 and working with a volunteer Board
- Ideally previous experience working in a sports or not for profit organisation.
- High levels of competency in English – spoken and written
- The flexibility to work in a small team contributing to a positive workplace culture