



## **Target Shooting New Zealand Inc**

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Target Shooting NZ is seeking applications from TSNZ Members for the position of TSNZ EXECUTIVE OFFICER, to commence 1 May 2024.

This is a Contract position, with the successful applicant being self-employed and responsible for their own tax and ACC levies.

As a Contract position there are no set hours or days of work, however the Contractor will be responsible for ensuring the services that are required during the varied TSNZ Indoor and Outdoor seasons are performed efficiently, and in a timely manner. This can mean 20 – 40+ hours week depending on the activities at the time, and may include weekend work. This should be considered a full-time position.

### **APPLICATION TIMELINE:**

- **5<sup>th</sup> February** - Applications to be received by the TSNZ President.
- **16<sup>th</sup> – 17<sup>th</sup> February** - Interviews to be held, via Zoom if necessary.
- **26<sup>th</sup> February** - Offer to be made to successful applicant.
- **5<sup>th</sup> March** - Acceptance confirmed.
- **18<sup>th</sup> March** - Training and hand-over period with the current Executive Officer starts, with dates and details being negotiable.
- **1<sup>st</sup> May** - New Executive Officer commences full duties, with continuing support from the current Executive Officer being negotiable if required.

### **GENERAL DUTIES:**

- Manage the day-to-day affairs of TSNZ effectively and lawfully and within the Rules of the TSNZ Constitution.
- Prudently manage the TSNZ Finances, including invoicing, payments, GST returns, and overseas transactions, using XERO accounting software.
- Liaise with the TSNZ Accountant and Auditor to provide reports to the Executive, Trading Officer, and AGM as required.
- Organise and attend TSNZ Executive Meetings, write Minutes and undertake resulting activities.
- Manage and maintain the TSNZ database, website, and any other digital presence as required.
- Liaise and effectively communicate with Members, Clubs, Associations, and other relevant stakeholders such as NZSF, TRA, School Sport NZ, funding bodies etc.
- Coordinate activities of TSNZ Committees and provide assistance as necessary.
- Provide planning, support, and management for TSNZ-run events, attend if necessary, and to ensure that suitable records are kept at all times.
- Regularly liaise with and provide support for the TSNZ Trading Officer as required.

**PERSONAL CHARACTERISTICS REQUIRED:**

- Good communication skills.
- The ability to work unsupervised in an organised and timely manner.
- Competence with Microsoft Excel and Office, and Xero.
- The ability to quickly master other resources required such as Zoom, TSNZ's database, and website editor.
- The ability to maintain high levels of confidentiality.

**THE EXECUTIVE OFFICER MUST BE ABLE TO PROVIDE:**

- Dedicated office space, which includes secure storage space for records.
- Office furnishings, however TSNZ provides key office equipment such as PC, printer, laptop and mobile phone.
- Excellent internet access.
- A location with good transport links NZ-wide and access to PO Box facilities.

**REMUNERATION and REVIEW:**

- Remuneration is \$55,000 - \$75,000 (+ GST) annually dependent upon experience and qualifications, to be invoiced in arrears at the end of each month.
- Training and hand-over period will be paid at an hourly rate to be agreed.
- Reimbursement of pre-authorised actual and reasonable expenses and mileage incurred solely in the carrying out of the services contracted.
- The Contract will be reviewed within 3 months of the appointment, and will then be reviewed annually prior to the TSNZ AGM in October.
- Contract renewals take place annually on 1<sup>st</sup> January.

**To apply please complete the Application Form and attach a CV.**

**Email this to:**

**[shirleyherridge@gmail.com](mailto:shirleyherridge@gmail.com)**

**Applications close Friday 5<sup>th</sup> February**

For any further information, email [shirleyherridge@gmail.com](mailto:shirleyherridge@gmail.com)