

## **Job Description: Operations and Financial Administrator role**

**Reports to:** GM Corporate Services

Also works with GM Operations and Marketing and GM Gaming and Compliance and the Finance team

### **Main Duties:**

#### HR Administration

- Keeping personnel files up to date and complete.
- Ensuring correct documentation obtained prior to employees starting including preparation of all employment contracts for approval by GM Corporate Services.
- Administration of all training for LCQ's Duty Manager Licences, General Managers Licences, Fork lift licenses, First Aid, Armed robbery and Harm minimisation etc. under direction of relevant GM.
- Co-ordination of company training programs.

#### Payroll

- Interface between Datacom Payroll services and managers / staff.
- Ensure payroll summaries submitted to Datacom are on time, correct and legally compliant.
- Keep up to date on all payroll legislation.
- Add new users to the payroll.
- Provide information to management / admin staff as requested.
- Administer pay changes for pay increase, minimum wage, transfers, final pays etc.
- Answer questions from staff about their pay (staff cannot call Datacom direct).
- Assist in installation of time and attendance system.
- Liaise with WINZ, ACC and IRD as required.

#### Food Control Plans

- Ensure each outlet selling food has the appropriate food control plans in place.
- Periodically audit such plans to ensure compliance with cleaning, dating, and temperature control checks.
- Liaise with councils to ensure food control plans and processes meet their requirements.
- Attend audits with the relevant council to ensure compliance concerns are understood and addressed.
- Keep up to date with legislative changes in this area.

#### Fire Safety

- Ensure up to date fire safety and security plans are in place that meet council standards and reflect any change in standards or outlet configurations.



## Debtors

- Run the entire debtors function for the Group.
- Setup new accounts in Bepoz and Greentree as required.
- Upload Bepoz transactions to Greentree.
- Apply direct credits to debtor accounts in Bepoz and Greentree.
- Advise Solway Park of any direct credits to be applied to debtors.
- Reconcile all debtors and clearing accounts monthly.
- Create statements and send to suppliers.
- Maintain and upload standing charges.
- Process and inter-outlet stock transfers.

## Other

- Act as backup cover for Accounts assistant in creating payment batches and transfer in banking software and daily bank reconciliation.
- Any other tasks that may be directed by the GM Corporate Services.
- Preparation and implementation of outlet compliance manuals and periodically audit.

