

Schedule 2: Individual Job Description

Position: Administration Manager

Reports to: CEO

Principle accountabilities

1. Overall responsibility of all activities of the administration department.
2. Provision of accurate and timely financial and management information to all members of the dealership management team.
3. Development and retention of administrative staff, as necessary for the timely and accurate financial and management information.
4. Development of all financial structures, including (but not limited to) any financiers, creditors and debtors and any contracts with any financial parties.
5. Provision of cash flow forecasts and daily cash management control in support of the Branch Manager or CEO's operation and development of the business.
6. Development and maintenance of the computer system.

Responsibilities

1. Prepare annual and monthly financial statements as required by the Branch Manager or CEO. Typically, with would be Trial Balance, Statement of performance (P & L) and Statement of Position (Bal. Sheet).
2. Submission of all reports/returns, monthly and annually to Toyota New Zealand, Toyota Financial Services and any other parties when required or instructed by the Branch Manager or CEO. These include: DMR, KPI, fleet claims, advertising claims, warranty claims, special incentive claims, and any other one-off returns required by the distributor.
3. Prepare all statutory returns as and when they fall due; namely:
 - ACC, PAYE, FBT, GST, Statistics Dept returns and others as required.
4. Ensure all loans and mortgages etc, are reconciled each month and any loan repayments are made in a timely manner.
5. Ensure the monthly Toyota Financial Services Audit is carried out and vehicles have been settled by the due date.
6. Assemble and process budget information.
7. Ensure the daily, monthly, and annual computer backups are performed this also includes liaising with IT to ensure up-to-date virus scanners are on all relevant PC's and laptops.
8. Ensure all department managers receive their daily and monthly reports in a timely manner.
9. Review the Daily Operating Control reports for 'reasonableness' and bring to the appropriate Department Manager's attention items required investigation or corrective action.
10. Daily advise the Branch Manager or CEO on any unusual matters or adverse trends emerging from the trading results.
11. Regularly review the quality of work being done by the administration staff and ensure that their personal grooming meets dealership standards.

12. Ensure that administration staff can carry out each other's jobs to ensure adequate coverage during periods of sickness or holidays.
13. Provide high quality customer service through the admin team.
14. Undertake any necessary training for yourself and your team. Both in-house coaching or via external sources.
15. To attend to any IT-related issues and make recommendations to the Branch Manager or CEO for Kaizen (continuous improvement) in this area.
16. Assist all other departments and dealerships under the same ownership as required.
17. Always maintain a high standard of personal grooming and presentation, including maintaining the Company uniform in a tidy and clean state of repair.
18. Attend all department and staff meetings.
19. Comply with the Dealerships Environmental policy at all times, especially with the handling and storage of any hazardous substances. Recycle/reuse any packaging or material that you can and correctly dispose of any obsolete items.
20. Undertake any other lawful duties as directed by the Branch Manager or CEO as they may require from time to time, as is reasonable and in discussion with you.