

HERITAGE ALICE SPRINGS

Administration Officer

Job Description 2021

The AO will be responsible for day-to-day requirements to include:

Financial operations including:

- Manage Xero with data input for incoming and outgoing money;
- Liaise with bookkeeper for reporting and overseeing accounts;
- Operate a petty cash system;
- Produce reports as required;
- Wages to be paid fortnightly by the AO, but to be signed off by a member of the Committee before payment proceeds.

Membership maintenance to include:

- Membership renewals;
- Membership enquiries;
- Produce occasional newsletters (with Committee approval) and promotion of our activities;

Liaise with Committee for decisions affecting responsibilities of the organisation;

Attend Committee meetings and present a Projects and Media Development Officer's report;

Mail collection, dissemination and action;

Assist with preparation of annual returns – AGM, ABS, Charity Register, and audit;

Grant applications/acquittals/management including:

- Researching available grants, alerting the Committee of possibilities;
- Preparation of grant applications;
- Management of finances and acquittals.

Liaise with our regular organisations that use The Residency for their activities;

Liaise with the management of the Araluen Art Centre for reporting of issues that affect the building and the HAS Agreement with Araluen. The AO will also assist the Attendant if required.

Coordinate The Annual Spring Flower Show, and activities that HAS becomes involved in for Heritage Week if these activities occur;

Pitchi Richi Sanctuary

- Liaise with members and interested parties as directed by the Committee;

Administration Officer's role to include:

- The HAS website should only require a few hours per week to update and to insert additional information that is approved by Committee;
- Develop our Facebook page and other social relevant social media

General to include:

- General enquiries
- Manage venue hire
- Maintain supplies for the office and kitchen
- Maintain records including Committee meeting Agendas, Minutes with all reports attached
- Fundraising activities where needed
- Coordinate volunteers
- Marketing and promotion of HAS activities