

Position Description, Royal Historical Society of Victoria Administration Officer 2018

Who we are

The **Royal Historical Society of Victoria** is a not-for-profit, membership-based organisation that operates as Victoria's largest historical society and as an umbrella for 340 affiliated societies. We operate a range of activities including a small bookshop, events, room hire, membership subscriptions, a large member-based group insurance scheme, outreach activities outside Melbourne and the publication of various books, journals and newsletters.

The opportunity

We are seeking a motivated and experienced full-time Administration Officer (AO) to manage a small team and provide operational support to the Executive Officer (EO) and Collections Officer. The AO is responsible to the EO. This is a dynamic role you should make your own. We have a small paid staff and a very large volunteer staff and we are looking for someone who can take the initiative and has some get-up-and-go! As a small organisation we all work closely together and our roles can change as other staff, whether paid or volunteer, join or leave the organisation.

The AO is responsible for four main areas:

- All financial and accounting operations to trial balance including payroll;
- Maintaining the membership & CRM database;
- The design, implementation and ongoing maintenance of effective administrative operations and workflow;
- And overseeing the reception and enquiries area.

Key Selection Criteria

1. **Financial and accounting operations.** We use MYOB and the AO is responsible for all book-keeping to trial balance. This is the most essential selection criteria. It includes accurate data entry of invoicing, accounts payable and accounts receivable, monthly journals, account reconciliations including credit card and Paypal, preparation of monthly financial reports for the Council and assisting the auditor at year end.
2. Experience in **payroll** and maintaining of leave records
3. Maintaining the **membership & CRM database.** We have just installed Zoho, a CRM database to manage our membership, for marketing, for bookshop sales and inventory control, for event ticket sales and for sending newsletters and other e-communications. Zoho will feed directly into MYOB. Zoho will become the back-end of our new website which will be operational in April 2018. We have 1,000 members including some 340 other historical societies across Victoria. Whilst experience with Zoho is not essential, demonstrated ability with CRMs or three-dimensional databases is highly desirable and more generally, a high level of computer literacy is essential. The AO is the custodian of the organisation's data.
4. We operate a large **group insurance scheme** for our 340 historical society members and whilst experience with such schemes is not essential it is desirable.
5. The RHSV is a **complex organisation** in terms of the range of activities in which we are involved. However, the volume of transactions is not high (except during membership and insurance renewals). So we are looking for someone with broad experience rather than a narrow focus and who has the ability to work flexibly, is a fast-learner and who can take the initiative. Those skills are extremely important. The AO will need to develop and maintain office systems and processes.

6. **Overseeing the reception** and enquiries area. This requires a friendly and engaging manner, tact and organisation. The AO ensures that the RHSV is open for business and staffed at the appropriate times.

Secondary selection criteria

7. Experience in overseeing **maintenance of all office equipment**
8. Ability to **monitor generic office email addresses** and, occasionally, man reception, answering incoming calls and attending to visitors.
9. Experience in providing **leadership to a team of volunteer staff** and delegating workload appropriately across a small team. You will have a team of fabulous, stalwart, committed volunteers who have varying levels of skill. They assist with membership renewals, running the bookshop, manning reception, dealing with outgoing mail etc. Experience with working with volunteers is desirable.
10. Experience in working with sub-contractors to ensure the satisfactory operation of **computers & server back-ups**.
11. Excellent time management skills, including capacity to prioritise workload and manage multiple projects concurrently
12. Experience in the **not-for-profit sector** is desirable.

Conditions

This is a full-time position (salary \$60,000 plus superannuation) based near Flagstaff station.

Office hours are 38 hours per week with the office open from 8:45am – 5pm, Monday to Friday.

The office closes for 3 weeks over Christmas/New Year and staff members are required to take this time as part of their annual leave (usually 12 days excluding public holidays).

To apply

Send a covering letter addressing key selection criteria and your curriculum vitae to Rosemary Cameron, Executive Office, executive.officer@historyvictoria.org.au

Enquiries can be made to Rosemary on the above email or on 0400 387 877 (not available from the 19th to the 22nd December inclusive).

Applications close

5.00 pm Monday 8th January, 2018.