

## Position Description, Royal Historical Society of Victoria Administration Officer 2020.

### 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 ~330 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). 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 including managing a small team of volunteers.

### Key Selection Criteria

1. **Financial and book-keeping operations.** We use AccountRight (MYOB) and the AO is responsible for all book-keeping to trial balance. This is the most essential selection criteria. It includes paying staff and creditors, accurate data entry of invoicing, accounts payable and accounts receivable, monthly journals, bank reconciliations including credit card and Stripe (similar to Paypal) and assisting the auditor at year end.
2. Experience in **payroll** and maintenance of leave records.
3. Maintaining the **membership & CRM database.** We use Zoho, a CRM database to manage our membership, for marketing and for sending newsletters and other e-communications. Whilst experience with Zoho is not essential, demonstrated ability with CRMs or 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 330 historical society members and whilst experience with such schemes is not essential excellent organisation and an eye for detail is important here.
5. Our website is **WordPress** connected to Stripe (similar to Paypal) and we run an on-line bookshop, events, membership and other sales through our website. Some experience in the back-end of websites would be advantageous. Having the IT confidence to learn on the job is important.
6. 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. These skills are extremely important. The AO will need to develop and maintain

office systems and processes. We are looking for someone with the confidence to tackle tasks in which they might not be experienced.

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

#### **Secondary selection criteria**

1. Experience in overseeing **maintenance of office equipment**
2. Ability to **monitor generic office email addresses** and man reception, answering incoming calls and attending to visitors.
3. Because we are a small organisation the position description will also include **set-up for events** (lectures, exhibitions, book launches etc) and a wide variety of tasks - life is never dull! This would suit someone who has worked in small business and thrives on a diverse portfolio of tasks.
4. Experience in providing **leadership to a team of volunteer staff** and delegating workload appropriately across a small team. We 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.
5. Experience in working with sub-contractors to ensure the satisfactory operation of **computers & server back-ups**.
6. Excellent time management skills, including capacity to prioritise workload and manage multiple projects concurrently
7. 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 2 weeks over Christmas/New Year and staff members are required to take this time as part of their annual leave (usually 7 days annual leave excluding public holidays). We operate a TOIL system for over-time if needed.

We hope that the incoming AO will be able to start in February 2020. However, this is negotiable.

#### **To apply**

Send a covering letter addressing key selection criteria, secondary selection criteria and your curriculum vitae to Rosemary Cameron, Executive Office, [executive.officer@historyvictoria.org.au](mailto:executive.officer@historyvictoria.org.au)

**Please remember that good book-keeping skills are essential.** Other selection criteria take second place and it is not expected that one person will possess them all!

Enquiries can be made to Rosemary on the above email or on 03 9326 9288.

#### **Applications close**

5.00 pm Wednesday 22 January 2020.

Interviews will be held soon after the closing date and we hope to confirm the appointment by the end of January 2020.