



ADMINISTRATOR – Role Description

PRIME FUNCTION/S:

- To ensure the smooth functioning of the Yellow-eyed Penguin Trust

MAIN OBJECTIVES:

- To provide administrative support to assist the General Manager

KEY TASKS:

1. Banking & Financial Tasks

- Open all mail on a daily basis, date stamp and sort accordingly
- Prepare banking including summary, deposit forms and credit card schedules
- Follow procedures for processing phone authorisations for credit card payments
- Use Xero Accounting System and Infoodle database manager to process membership subscriptions, donations and grants
- Produce financial reports for the Treasurer using Xero, as required
- Collate and enter invoices for payment on a monthly basis into Xero
- List monthly accounts for payment from Xero for Trust Board monthly meetings
- Create sales invoices for customers as required, and process including receipting on payment of sales
- Balance petty cash monthly
- Update Xero regularly, including undertaking the bank statement reconciliations at the end of each month

2. Supporters Database (Infoodle)

- Update Infoodle database with resignations, new supporter information and other notes relating to the membership and Trust contacts
- Process new supporters including preparing and sending new supporter packs
- Prepare letters based on templates as required for the General Manager to sign
- Ensure receipts are printed to post with the 6-monthly newsletter, or emailed on a regular basis
- Report on yearly supporters to the Donate-a-Tree scheme, and issue end of financial year receipts

3. Meeting Preparation Tasks

- Prepare agendas and material for Trust Board and other committee meetings as requested
- List inwards/outwards correspondence for relevant meeting

4. Online tasks

- Respond to email enquiries as required
- Continually source email and relevant contact details for supporters, Trust suppliers and general contacts so the database remains up to date
- Manage the Trust's Facebook, Twitter and website (WordPress), ensuring relevant stories are posted regularly

- Regularly review the Trust's website and make recommendations for updates and edits
- Actively monitor and manage the Google AdWords and Analytics accounts and make changes accordingly
- Process and monitor transactions through EverydayHero (online donation platform)

5. Other tasks as required

- Ensure the office is kept in a clean and tidy order
- Answer phone and greet visitors to the Trust Office, taking messages and forwarding to the relevant staff member or trustee
- Run errands including collecting mail, banking, shopping etc as required
- Package and post merchandise items ordered
- Collate and organise all yellow-eyed penguin photos to create a comprehensive photographic library
- Continue to collate the key activities of the Trust to create an historic record of events on an annual basis
- Assist the General Manager (as required) to complete grant application forms, sourcing relevant documentation to be attached to the application
- Assist the General Manager (as required) to organise, coordinate and attend outside events (e.g. Annual Planning Day, Annual YEP Symposium and other special events)
- React to unplanned day-to-day tasks and requests as necessary, flexibility is essential

RESPONSIBLE TO

General Manager, with overall direction set by the Trust Board

PERSON SPECIFICATIONS. The successful applicant will have:

- Experience in using the online Xero accounting package essential
- Competency with MS Excel and Word
- Experience with a database management system an advantage, the Trust uses Infoodle
- Attention to detail to ensure accuracy
- Flexibility to respond to requests for unplanned day to day tasks
- An outgoing, warm friendly manner to all people who make contact with the Trust (in person and on the phone)
- An interest and understanding of conservation would be helpful