



ADMINISTRATIVE SUPPORT JOB DESCRIPTION

Auckland Down Syndrome Association Inc ('ADSA') works to support and promote the inclusion of people with Down syndrome and their families in the community.

Purpose of the position

Reporting to
ADSA
Chairperson

To undertake administrative tasks that keep ADSA functioning in terms of supporting its members. This is a paid part time position of up to 10 hours per week working from home.

Hours

Flexible – up to 10 hours per week unless specifically agreed in advance

Key responsibilities and duties

Administration

- Responsible for the management of ADSA's databases
- In conjunction with the community liaison role maintain membership records on ADSA's database
- In conjunction with the community liaison role maintain membership records of ADSA's Social Clubs, invoice members annually, and liaise with program manager when required regarding membership
- Collect inbound correspondence and action or distribute to relevant parties for action as required
- Manage merchandise sales and distribution
- Provide administrative assistance to both the community liaison and communication roles as required (Success in Schools, Buddywalk, Outlook)

Accounts

- To track ingoing and outgoing monies including input of data to accounting system
- To invoice customers and arrange payment of suppliers
- To perform banking duties and reconciliations
- To assist the Treasurer / Accountant and Secretary when required

Funding

- Create and maintain an annual funding calendar

- Organise and apply for funding grants and report monthly on progress to the management committee
- Complete the accountability reports for all funding received to meet the funder's requirements on a timely basis

Library

- In conjunction with the community liaison role organize distribution and collection of library items
- Assist with the maintenance and upkeep of library resources and maintaining the library database
- In conjunction with the community liaison prepare an annual stock-take of library resources for the annual financial statements

Support

- Use a work collaboration platform: to keep track of goals, projects and daily tasks; to provide clarity and transparency; and to share information with other ADSA staff and committee members
- Provide support for the community liaison and communications roles as required and any other tasks as required
- Provide support to Buddy Walk sub committee as required
- Write and format procedures in collaboration with other ADSA staff and committee members. Ensure procedures are reviewed annually and updated if required
- Perform other duties as and when required by the ADSA Committee, Chairperson, Secretary or Treasurer

Knowledge, skills and abilities

- Good verbal and interpersonal skills, including the ability to work with other staff and the committee at all levels, interact with ADSA members and represent the organisation to the public
- Must have had previous accounts administration experience
- Experience in completing funding applications would be an advantage
- Must possess good organisational, planning, project management and time management skills
- Proficient computer skills, including Microsoft Office suite, and Xero (training will be provided if required)
- Self-motivated with a positive and professional approach to the job