

## **Dunedin Folk Club**

**15<sup>th</sup> September 2023**

(Formerly known as the New Edinburgh Folk Club Inc)

### **Position Description**

Job Title: Folk Club Administrator

Reports to: Club President

Location: Dunedin

Responsible for: Administrative and business activities of the club.

### **Purpose**

To facilitate payments, banking and mail (including email) and maintain financial processes.

Other occasional duties as agreed by the President and the Administrator.

### **Hours and Place of Work**

Based on a maximum of 6 hours per week, located at 80 Lovelock Avenue for those aspects that require direct involvement, otherwise location is not specified.

### **Remuneration**

Payment of \$30 per hour, GST inclusive, invoiced monthly, to a maximum of \$600 for any one calendar month, unless by prior arrangement with the President.

The Administrator is afforded the same free entry privileges as committee members and is subject to the same code of conduct.

### **Exclusions**

Attendance at club events and festivals are specifically excluded from billable hours.

Travel time is not paid for.

### **Limitations**

You will not transfer, assign or subcontract work without the consent of the President of the Club.

Ownership of all software, club processes and other outputs shall at all times remain with the Dunedin Folk Club.

## Specific Tasks, KPIs

Key Tasks	Performance Indicators
Record and track club expenditure and income	<ul style="list-style-type: none"> <li>● Financial information from the Door Book is reconciled and coded in Xero</li> <li>● Xero Monthly reports to Treasurer and President</li> <li>● Treasurer/President advised of critical trends, serious issues</li> <li>● Payments, invoices and reimbursements are set up for timely approval</li> <li>● GST returns filed</li> </ul>
Banking	<ul style="list-style-type: none"> <li>● Ensure cash is banked weekly</li> <li>● Cash is reconciled to the door book and appropriate event/activity coding</li> </ul>
Artists	<ul style="list-style-type: none"> <li>● Prior to each week obtain artists bank account information</li> <li>● Pay artists the day following their performance unless cash is paid on the night ( international artists only)</li> </ul>
Committee Meetings	<ul style="list-style-type: none"> <li>● Send financial reports to Treasurer and President prior to monthly committee meeting</li> <li>● Correspondence is sent to Secretary prior to monthly meeting</li> <li>● New members names sent to Secretary prior to monthly meeting for approval of committee</li> <li>● Attend any specific committee meetings as requested</li> </ul>
Correspondence	<ul style="list-style-type: none"> <li>● Club email is addressed/sorted/forwarded in a timely manner to relevant committee members</li> </ul>
General/Other	<ul style="list-style-type: none"> <li>● Various returns, reports and applications filed as required Annual Charities Commission Return, GST, AGM Reports</li> <li>● 2 degrees -EFTPOS Terminal</li> <li>● Insurance policies maintained</li> </ul>

## Additional Requirements

Own computer, internet access and transport (where necessary)

Reimbursement for additional costs incurred negotiated with/authorised by the club President on a case by case basis.

## Key Relationships

May include, but not restricted to:

- Club Members
- Volunteers
- Committee
- Inland Revenue Department
- Charities Commission
- Contractors to the club (Cleaners, electrician etc)
- Dunedin Licensing Authority agents (Police, Health Inspector, City Council)

Signed:

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Carole Stewart (DFC President)

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Administrator