

Hurstville & Rockdale Friendly Society Ltd

RECRUITMENT PACKAGE

EXECUTIVE OFFICER

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Executive Officer

Hurstville & Rockdale Friendly Society Ltd

Hurstville & Rockdale Friendly Society Ltd is a non-profit member based organisation with its origins in the Friendly Society Dispensary movement. Due to the retirement of the current Executive Officer, the Board is looking for a skilled person to fill this critical role.

The position is about 18 hours per week and supervises one part time administrative staff member. Annual salary is \$65-70,000 per annum plus super and other standard employment allowances.

In your application you will need to demonstrate the following:

1. Management experience ideally for a “Not for Profit” organisation.
2. Extensive skills in MYOB, WEB and Microsoft Office systems.
3. Understanding of requirements for reporting to ASIC as a “Company Secretary” and “Responsible Person”.
4. Preparation of Agendas, and Financial/Investment reporting, and Minute taking at board meetings.
5. Copy of current CV.

Names and contact details of two (2) current referees. A criminal record check will required on the successful applicant.

Full details are available in the Recruitment Package on the website at <https://handrfs.net.au>

Applications close on 14 September 2025 emailed to:
Stephen.crook.SC@gmail.com

Proposed Recruitment process timetable:

1. Applications close 14 September 2025
2. Interviews week of 26 September 2025
3. Finalisation of appointment and Criminal Record Check week 29 September 2025
4. Start As Soon As Possible thereafter.

ABOUT US AND OUR HISTORY:

- Hurstville & Rockdale Friendly Society Ltd is a non-profit member based organisation with its origins in the Friendly Society Dispensary movement.
- The Society provide assistance to our members where possible for non-prescription expenses associated with management of significant and multiple medical conditions, private prescription medications, purchase of mobility aids, education scholarships, and the costs associated with newborn babies and funerals.
- The organisation merged together Hurstville Friendly Society Ltd and Rockdale Friendly Society Ltd in 2005. The Hurstville and District United Friendly Societies Dispensary was founded in 1911 and established branches at Mortdale & Bexley (1928) and Earlwood (1937). Rockdale United Friendly Societies Dispensary was established in 1913 and established a branch in Brighton-le-Sands shortly afterwards.

THE ROLE REQUIRES:

- 2 days per week in the Hurstville office, currently Tuesday and Thursday, though some flexibility may be possible, with a likely 0.5day of work required each week, which can be performed remotely.
- The position is supported by an experienced administrative officer and the board of directors.
- This is a unique role that allows the successful applicant to operate at a high level, with oversight over the organisation, but still be interacting meaningfully with members

KEY RESPONSIBILITIES:

- Oversee the day-to-day duties and responsibility for the efficient operation of the organisation
- Supervise and support an experienced administrative officer
- Support and advise the board by preparation of correspondence, meeting agendas etc.
- Be responsible in the company secretarial roll and collating actions for follow up.
- Ensure that financial information such as annual budgets and regular reports are prepared for the board.
- Ensure smooth running of the organisation including insurance renewals, tax returns correspondence with property management agencies, perform payroll duties.
- Liaise with regulatory and statutory bodies
- Oversee communication with members, including AGM notices, annual reports, newsletters and website maintenance.
- Monitor market trends and emerging opportunities.
- Report to the Board on member engagement and portfolio management.
- Oversee financial stewardship, corporate governance and support the board in effective risk management to the organisation.
- Operate across higher level activities with the ability to be hands on and engage with members.

POSITION DESCRIPTION – EXECUTIVE OFFICER

REPORTS TO: The Board Chair

KEY FUNCTIONS:

The Executive Officer has the day to day duties and responsibility for the efficient operation of the organisation. This involves the effective management of the company financial and administrative activities. Relevant and timely information in line with the task list is to be provided to directors to enable effective corporate governance and management.

The Executive Officer is responsible and accountable to the Board for all matters involving the administration and financial control of the society including the annual budget, the payment of accounts and the obligations required by statutory bodies.

The Executive Officer will also develop and maintain plans, policies and procedures for all company activities to ensure effective corporate governance and risk management.

The Executive Officer will liaise with members as required.

DUTIES & RESPONSIBILITIES:

The Executive Officer will understand the nature of the Society and its membership and act in the best interests of the Society and the membership. The regular duties include but are not limited to:

Board Secretarial

In consultation with the Chair prepare Board meeting agendas at least one week in advance of the due meeting date. Prepare and distribute required Board meeting papers to the directors a week before the scheduled Board meeting. This includes providing financial reports to directors with the Board papers.

In consultation with the Chair draft minutes of Board meetings and following approval of the Chair distribute the minutes to Directors within a week of the said Board meeting for agreement at the next meeting.

Attend Board and AGM meetings as Minute Secretary and have drafted for Chair within three working days after respective meeting.

Clerical Functions

Supervision of Administrative Officer

To liaise with members as required, with timely completion of members' matters (standard to be within 7 calendar days).

The timely planning of Member's meetings with arrangements for the notification to members of the relevant notices of meeting and papers at least twenty-one (21) calendar days prior to the meeting.

Maintain content of the company website and produce a members' newsletter three times a year by 31 January, 31 May and August/September.

Process mail and telephone enquiries.

Handling and receipting and electronic reconciliation of financial transactions, and banking including payment of monthly accounts with all banking to be carried out on a weekly basis.

Preparation and maintenance of electronic business records. (must not be out of date by more than three working days.)

Financial and Management

Preparation of monthly financial accounts and other management reports to present to the Board, including a written report highlighting any issues for Board attention.

Payroll duties including superannuation and tax compliance and other associated payroll activities to be carried out as per the respective Acts and Fair Work Commission.

Management of the Society's cash flow with arrangement for investment of surplus funds, loans, leases and other financial agreements. This to be reported in Board financial reports.

Preparation of the annual budget and financial plan for all aspects of the Society's operations in consultation with the Chair, and the Board. To be approved by the 30 June each year for the following year.

Preparation of year-end financial statements and statutory returns in accordance with relevant regulations. Liaise with the society's auditors/audit practitioners in respect of the audit/review of the financial statements and ensure the financial statements are audited/reviewed and lodged within the prescribed time.

Develop charitable activities within the framework of the registered company charity.

Develop and recommend new activities and projects appropriate for a not for profit entity, and report progress in Board report.

Liaison with Regulatory and Statutory bodies

Ensure the Society is compliant with all relevant legislation, reporting requirements and accounting international standards.

Reporting to ASIC as Company Secretary and 'Responsible Person' as well to be the Public Officer for taxation purposes.

KEY TASKS

Task	Date	Comments
Supervision of Administrative Officer & Assistant	Day to day supervision. See activities for Assistant.	Review of performance 6 monthly
Monthly Bank Account Reconciliations	End of each month. By the 5th working day of the new month.	Reconcile requisitions and deposits posted to MYOB against Bank Statements. Freedom Business Account, Express Saver Account and CDIA Account.
Monthly P&L account reported against Budget	End of each month. By the 5th working day of the new month.	Include accruals for income & expenses. Finance Report(s) prepared for Directors
Maintenance of Portfolio Report	Monthly	Update for end of month valuations of investments and report to Board.
Annual Review of Company data held with ASIC (H & R)	To be completed by Anniversary date of 10 Feb each year.	Download review information from ASIC to ensure data held is correct. 28 days to update if incorrect. Pay review fee within 2 months of review date
Annual review of company data held with ASIC (HANDRFS Pty Ltd)	To be completed by Anniversary date of 5 July each year.	Download review information from ASIC to ensure data held is correct. 28 days to update if incorrect. Pay review fee within 2 months of review date.
Workers Compensation Insurance Declaration	To be included in April board papers and approved each year	Declaration of actual wages and estimate for following year.
Annual Budget for following Financial Year	To be supplied and approved by April Board Meeting.	Budget to be uploaded into MYOB after approval
Income Tax Return	Prepared for April Board Meeting for approval, by the following year after	Prepared by HLB Mann Judd, signed off by Public Officer and lodged by

Task	Date	Comments
	close of Financial Year (ie within 10 months). If Return unavailable for April meeting, a Circulating Resolution will be forwarded to all Directors for sign off.	appropriate date. Usual date for Submission is by 15 May in year after reporting period.
Annual Financial Accounts & Directors Report	End of Financial Year. Sign off September/October Board Meeting. Annual Report lodged with ASIC by 31 October each year.	Work in conjunction with auditor/audit reviewer Submit form 388 to ASIC
Insurance renewals	31 August each year. Broker contact: Quotes prepared; Board ratifies.	Management Liability, office, personal accident insurance reviewed with Insurance Broker (Austbrokers SPT)
Review of Investment & Property holdings	Report as part of Portfolio Report	Review yield, capital gain, state of property etc
Notice of AGM & Annual Report to members	Within 21 days prior to AGM	To those that have elected to receive the information
OTHER TASKS:		
Maintain member databases	Ongoing. All updates to be completed within 3 working days.	Update databases as & when required to maintain current information. Use Deceased & RTS table and Current Member table and associated Forms
Ensure legislation resources are current	Purchase/download of current legislation when necessary	Most legislation available online
Newsletter Production	3 times a year: January, May, August/September	Oversee process & mailout to ensure relevance to Members
Website Management	Ongoing.	Website updated 3-6 monthly.

ROLE DESCRIPTION – ADMINISTRATIVE OFFICER

REPORTS TO: Executive Officer

KEY FUNCTIONS:

The Administrative Officer has day to day duties and responsibility assisting the Executive Officer in the efficient operation of the Society. This involves assistance with the effective management of the company financial and administrative activities. Relevant and timely information is required to assist with this function.

The Administrative Officer is responsible and accountable for the raising and payment of accounts and welfare assistance payments to members. The maintenance of the Society's Membership database and assistance with the obligations required by statutory bodies.

The Administrative Officer will be required to undertake research on behalf of the Executive Officer to help develop and maintain plans, policies and procedures for all company activities to ensure effective corporate governance and risk management.

The Administration Officer will liaise in a positive manner with members on a day to day basis.

DUTIES & RESPONSIBILITIES:

The Administrative Officer will have developed an understanding of the nature of the Society and its membership and act in the best interests of the Society and the membership. The regular duties include but are not limited to:

Clerical Functions

To liaise with members, with timely completion of members' matters.

Maintenance of Member databases

Maintenance of the Website where required

Processing mail, email and telephone enquiries.

Handling and processing of Member claims.

Assistance in preparation and maintenance of electronic business records.

All other assistance as may be required from time to time.

Financial and Management

Assistance in Preparation of monthly financial accounts including MYOB input/output.

Assist the Executive Officer in the preparation of the annual budget and financial plan for all aspects of the Society's operations.

Code of conduct.

The Administrative Officer will:

1. Ensure that a safe working environment is maintained.
2. That confidentiality of all client matters is maintained.

Any other duties within the skills and capability of the employee that may be requested by management.



EMPLOYEE PERFORMANCE PLAN: Template for recording performance and development discussions.

Name of Employee:

Position:

Plan Timeframe:

Name of Supervisor/Manager: Chair and Deputy Chair for Executive Officer and Executive Officer for Administration Officer

Date of performance planning discussion:

Date of mid cycle review discussion:

Date of end cycle review discussion:

NOTE: This template is designed to guide and record the discussion about an individual's performance and development. Any initial probation plan will be carried out after 3 (three) months. For most staff the performance cycle is 12 months, with this plan being completed every 12 months and for formal reviews at 6 months and at the end of the 12 months. Clarity of performance expectations and feedback on performance is important for all staff.

For staff, these discussions and reviews will be done with reference to key documents including:

- Position Description: As maybe amended by discussion.
- Key Tasks List: Attached
- Constitution of Hurstville & Rockdale Friendly Society Ltd
- Any Associated Board Resolutions

High performance is supported by regular and frequent feedback, both constructive and positive. Both the individual and their supervisor are responsible for ensuring this occurs.

PERFORMANCE PLANNING DISCUSSION

1. **Outputs, projects and deliverables: What will your main work be this year?**

- What elements of our higher-level business plan will you be responsible for, or contribute to?
- What elements of your work are you going to focus on improving this year?
- What are your objectives, responsibilities and key activities for the year ahead?
- Key focus will include:- *Click here to enter text*

2. **Conduct and behaviours: How will you do your work and interact with others this year?**

- What values or behaviours will be particularly relevant to your role?
- In what ways are you going to improve how you do your job this year?

3. **Knowledge and skills: What do you need to do your job well this year?**

- What skills and knowledge will be important to your role this year?
- What skills and knowledge do you need to focus on developing this year in order to do a good job?
- What learning and development activities will you undertake this year?
- How will new skills and knowledge be shared with others? How will your new skills and knowledge be applied on the job?

4. **Support needed to do my job well**

- What challenges may you experience that your manager may need to be aware of, or assist you with?
- What resources/support do you need to get the job done (other than learning and development activities addressed earlier)?
- Are there any changes to the work environment or arrangements that would assist you to do your job?
- How can the Board assist you to do a good job and possibly perform even better?
- How will you and the Chair/Manager talk about performance?

- When will you do this? How often will you meet?

5. How will know if I am performing well?

6. What constitutes good performance in your current role?

- What will be happening if you are performing well?

General Comments by Staff member:

Name:

Signature:

Date:

General Comments by Board Chair:

Name:

Signature:

Date:

General Comments by Deputy Chair

Name:

Signature:

Date:

7. MID CYCLE REVIEW DISCUSSION

Name of Chair/Manager and/or delegate doing review: *Click here to enter text*

Date of mid cycle review discussion: *Click here to enter text.*

7.1 What has been achieved since our last discussion?

7.2 What has been achieved or is on track?

- What has been completed or progressed?
- What has been celebrated?
- *Click here to enter text.*

7.3 What has been done well?

- What has gone particularly well or better than expected?
- What impact has this had?

7.4 What can be done better?

- What hasn't gone to plan and why?
- What isn't on track - how do we get it back on track?
- What can be done better?
- What areas of performance require improvement?
- What approach is being taken or can we take to lead to improvement?
- What follow-up is required?

7.5 What happens next?

- What do we need to do to ensure everything continues to be achieved and go well?
- How can we continue to do things even better?
- What follow-up action is required and how will it happen?
- *Click here to enter text*

7.6 How have you performed overall?

- How would you summarise performance so far or over the period taking into account what was agreed about:
 - outputs, projects and deliverables
 - conduct and behaviours
 - knowledge and skills
 - support
 - what good performance looks like
 - *Click here to enter text*
- How can we continue to do things even better?
- What follow-up action is required and how will it happen?
- *Click here to enter text*

7.7 **Performance summary** (to be completed by Chair/Manager and/or delegate)

The Chair/Manager and/or delegate must provide comments verbally to the employee and in writing as well as ticking one box.

- ☐ Doing a good job, or even better job
- ☐ Some improvement required and discussed
- ☐ Not performing to the standard expected and plan developed

Chair/Manager or delegate comments:

Click here to enter text.

Name:

Signature:

Date:

Staff Member comments:

Click here to enter text.

Name:

Signature:

Date:

Plan Timeframe

Click here to enter text.

8. END CYCLE REVIEW DISCUSSION

Name of delegate doing review: *Click here to enter text*

Date of end cycle review discussion: *Click here to enter text*

8.1 What has been achieved since our last discussion?

8.2 What has been achieved or is on track?

- What has been completed or progressed?
- What has been celebrated?
- *Click here to enter text*

8.3 What has been done well?

- What has gone particularly well or better than expected?
- What impact has this had?
- *Click here to enter text*

8.4 What can be done better?

- What hasn't gone to plan and why?
- What isn't on track - how do we get it back on track?
- What can be done better?
- What areas of performance require improvement?
- What approach is being taken or can we take to lead to improvement?
- What follow-up is required?
- *Click here to enter text*

8.5 What happens next?

- What do we need to do to ensure everything continues to be achieved and go well?

- How can we continue to do things even better?
- What follow-up action is required and how will it happen?
- *Click here to enter text*

8.6 How would you summarise performance so far or over the period taking into account what was agreed about:

- outputs, projects and deliverables
- conduct and behaviours
- knowledge and skills
- support
- what good performance looks like
- *Click here to enter text*

8.7 **Performance summary** (to be completed by Chair/Manager and/or delegate)

The Chair/Manager and/or delegate must provide comments verbally to the employee and in writing as well as ticking one box.

- ☐ Doing a good job, or even better job
- ☐ Some improvement required and discussed
- ☐ Not performing to the standard expected and plan developed

Chair or delegate comments:

Click here to enter text.

Name:

Signature:

Date:

Staff Member comments:

Click here to enter text.

Name:

Signature:

Date:

Plan Timeframe

Click here to enter text