

Hart Field-Site Group Inc

Admin and Finance Support roles



INFORMATION SHEET

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Background

With some exciting new projects on our program, the Hart Field-Site Group Inc (Hart) is expanding the team.

We are looking for an organised and efficient individual or individuals to join us to provide part-time admin and finance support. These roles are presented here separately but may be combined for applicants with skills across both areas.

Work will predominately be conducted remotely.

Full details can be found below, but first, a bit about us and what we do...

About Hart

Hart is a not-for-profit grower group with a proud forty-year history.

Each year, we conduct a large number of broadacre focused research projects (field trials) and extension-based activities (crop walks, seminars, workshops, publications etc).

Our core aim is to enhance the knowledge and skills of farmers by providing independent information to assist them in the adoption of sustainable, productive and profitable cropping practices and technologies.

This work is funded with investment from organisations like GRDC, SAGIT, SA Drought Hub and others. We also enjoy the generous support of industry who provide assistance through commercial sponsorship.



The Hart group is proudly managed by a board of volunteers – a deliberate mix of farmers and other professionals from across the ag industry – all with a passion for broadacre agriculture.



Some of the Hart team (board and staff), February 2023.

The board currently employ two full-time research staff (Research & Extension Manager and Regional Intern), and at the time of writing are assessing applications for a third person (Technical Officer 0.8FTE) to join our team.

In addition, we employ an Executive Officer who manages a broad range of activities and behind the scenes responsibilities, and a Finance Officer who is responsible for the management of Hart finances.

Our research staff utilise rented office space in Clare and Hart own a 40 hectare field site at Hart (between Blyth and Brinkworth) on which our field trials are conducted.

The field site has infrastructure that accommodates a field lab and space for extension events and meetings.

Both the Admin Support and Finance Support roles will suit applicants who have an eye for detail, enjoy variety and thrive on the challenge of meeting deadlines.

They are presented here as two separate roles but may be combined for people with expertise in both areas.

Effective communication skills, both written and verbal, a high level of personal organisation and confidentiality will be most important.

Within our small team, you'll find us to be passionate and driven across all aspects of agricultural research and extension. We have a friendly and positive work environment, working together to deliver successful outcomes to benefit the broader agricultural industry.

Your admin and finance skills will help us

**'deliver value to growers and make agriculture better, in productivity,
sustainability and community'**
(Hart's purpose)

ADMIN SUPPORT ROLE

This role is a short-term, part-time contract designed to provide admin support to the Executive Officer in the lead up to the annual Hart Field Day.

Roles and responsibilities

Under direction from and reporting directly to the Executive Officer, tasks will include:

- Design of marketing and advertising materials
- Building e-newsletters
- Updating website content
- Tracking and updating spreadsheets and other planning / organisational documents
- Verbal and written communications with partners, stakeholders and the Hart team
- Contribute to and assist with proofing of written content
- Completing a range of general administrative tasks relating to the Hart Field Day and other Hart activities

Experience / Qualifications

- Proficiency in the use of Microsoft apps and software is essential, with a strong focus on Word and Excel
- Experience in the use of:
 - online platforms such as Canva, Mailchimp and Eventbrite (or similar) and,
 - online cloud-based, file-sharing and website backend platforms is preferred**training in the use of Hart's preferred platforms will be provided*
- A basic understanding of and interest in broadacre agriculture will be beneficial

Your personal strengths

- Attention to detail
- Written and verbal communication
- Organisation, time management and planning
- A demonstrated ability to prioritise tasks to meet deadlines
- Efficiency
- The capability to work alone and within a team

Terms

- Approximately 20 hours / week for 8 weeks starting mid-late July, 2023 until mid-late September, 2023
- Remote, with some face-to-face work required
- Work days and times will have some flexibility
- Access to required software will be provided, however the successful candidate must supply their own laptop and mobile phone (and internet connection when working remotely)
- Preferably, this role would be offered on an annual basis for the right candidate

Start date

- Mid – late July 2023 (exact date negotiable)

Contract rate

- To be negotiated
- Applicants with an ABN are preferred and will invoice Hart at regular, agreed intervals

FINANCE SUPPORT ROLE

This role is a part-time, on-going contract designed to provide finance support to the Finance Officer.

Roles and responsibilities

Under direction from the Finance Officer and reporting to the Executive Officer, tasks will include:

- Data entry
- Reconciliation
- Preparation of BAS
- Generate reports as required
- Assist with other tasks to support the Finance Officer

Experience / Qualifications

- Previous accounting or book-keeping experience
- Proficiency in the use of Xero
- Familiarity with Microsoft apps and software
- A basic understanding of and interest in broadacre agriculture will be beneficial

Your personal strengths

- Attention to detail
- Organisation, time management and planning
- A demonstrated ability to prioritise tasks to meet deadlines
- Efficiency
- The capability to work alone and within a team
- Written and verbal communication

Terms

- Approximately 10 hours / month
- Remote, with some face-to-face work required
- Work days and times will have some flexibility
- Access to required software will be provided, however the successful candidate must supply their own laptop and mobile phone (and internet connection when working remotely)

Start date

- Mid-late July, 2023 (exact date negotiable)

Contract rate

- To be negotiated
- Applicants with an ABN are preferred and will invoice Hart at regular, agreed intervals

How to apply

1. Familiarise yourself with the full contents of this Information Sheet.
2. Apply via email, providing the following:
 - o Your current CV including the names of two referees
 - o A cover letter (1 page max) that addresses your experience, qualifications and personal strengths in relation to the requirements of this role, the reason(s) you've chosen to apply, and anything else you would like us to know.
3. If applying for:
 - o the Admin Support role, your email subject must read 'APPLICATION; Hart Admin Support'
 - o the Finance Support role, your email subject must read 'APPLICATION; Hart Finance Support'
 - o the Admin Support and Finance Support roles, your email subject must read 'APPLICATION; Hart Admin & Finance Support'

Send to

Sandy Kimber | Executive Officer | Hart Field-Site Group | admin@hartfieldsite.org.au

Applications close

July 12, 2023 at 5pm

Further information and enquiries:

Your questions are welcome - contact Hart's Executive Officer, Sandy Kimber, to find out more.

Mobile: 0427 423 154 | Email: admin@hartfieldsite.org.au

If your question is related to the Finance Support role only, please contact Hart's Finance Officer, Deb Purvis.

Mobile: 0409 438 115 | Email: finance@hartfieldsite.org.au