



THE NEW ZEALAND ARABIAN HORSE SOCIETY (INC)

PO BOX 80, CUST 7444, NORTH CANTERBURY • NEW ZEALAND

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WEBSITE: www.newzealandarabs.com

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SECRETARY/REGISTRAR – CONTRACTOR POSITION

The New Zealand Arabian Horse Society (Inc) is the registering body for Purebred, Anglo-Arabian and Derivative Arabian horses in New Zealand. The objects for which the Society was established include the maintenance of purity of Arabian horses and to encourage the breeding and exhibition of Arabian horses in New Zealand. The NZAHS is a not-for-profit organisation which has been in existence since 1970 and currently has 160 members across New Zealand and Australia.

The NZAHS is seeking an experienced administrator with superb communication and people skills to look after the needs of the Society and its members. As the first point of contact for the Society, this is an important role which requires an enthusiastic, highly organised and self-motivated individual who can work unsupervised and efficiently under pressure. You will be highly skilled in the Microsoft Office software range, knowledge of the Xero accounting package, pedigree horse breeding and Adobe InDesign would also be an advantage.

This is a Contractor position (48 weeks per year) comprising of:

- Secretarial Work – 5 paid hours per week PLUS up to 5 unpaid voluntary hours per week.
- Registrar – hours as required paid on a per transaction basis.

The Contractor will work from their own home office/premises and must have a reliable internet connection. The Contractor will be responsible for their own Income Tax, Kiwi Saver, ACC Levies and GST (if applicable). The Society will provide a mobile phone, laptop, printed stationery, printer/consumables and a shipping container to house the Society's records. Travel within New Zealand, including overnight stays, will be required from time to time.

Responsibilities will include:

- Day to day correspondence via email & telephone.
- Processing of membership applications, horse registrations, transfers, leases, imports and exports, artificial insemination permits, mare and stallion returns.
- Receipting, banking and credit card processing. Creating invoices, scanning source documents and matching payments using Xero.
- Preparation of Council and AGM meeting agendas and reports, venue & travel arrangements, attendance at meetings and recording of minutes

A detailed information pack is available from the Society's website: www.newzealandarabs.com.

Please email covering letter and CV by 5.00pm on Friday 28th June 2019 to:

Mrs Jan Wilson
Vice President
New Zealand Arabian Horse Society (Inc)
Email: rayandjanw@gmail.com