

Position Description

Trust Secretary



The Upper Yarra Public Cemetery Trust is seeking to appoint a part time secretary. The position is located at the cemetery at 2705 Warburton Highway, Wesburn, in the Yarra Valley. The role is varied and on the job training will be provided. Knowledge of the local community and residence in the Yarra Valley district will be regarded favourably.

The members of the Trust are volunteers appointed by the Department of Health and Human Services; the Trust is regulated by the Department's Cemeteries and Crematoria Unit.

The secretary attends to routine business matters on behalf of the cemetery Trust and performs those duties as delegated by the Trust. This includes the day-to-day administration of and liaison in regards to the cemetery, administration of the Trust, general statutory obligations, financial management, assisting with funeral arrangements, memorial approvals and complaints management.

Applicants are invited to submit a brief resume (one page) and a one page covering letter, outlining the applicant's suitability for the position, particularly in respect of the **Key Skills ****. The closing date for applications is 31 January 2018. Applications should be emailed to:

The Chair, Debbie de Laps
Upper Yarra Public Cemetery Trust
delaps@telstra.com

Phone enquiries to the Chair can be made on: 0407 176 660

Key skills **

The position requires intermediate or higher level skills in the following areas:

- Use of technology, including PC laptop, fax, email, scanner;
- Knowledge of and experience in a range of software programs, including Word, Excel, Adobe, cloud storage such as Dropbox or GoogleDrive;
- Organisation of records in a systematic manner, including both electronic and hard copy documents;
- Experience with Quickbooks or similar accounting program;
- Familiarity with business internet banking;
- Experience with simple website management (Joomla or similar, e.g., WordPress);
- Ability to read and interpret survey maps and other documents pertaining to grave locations;

Conditions of employment

Hours

The position requires some flexibility. The core commitment is four hours every Wednesday (unless otherwise arranged) to perform the duties outlined below.

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Attendance at Trust meetings for approximately two hours every month (Monday evenings) is required.

There will be occasional additional hours at the cemetery by appointment (up to 2 hours per week) at other times to assist families and/or funeral directors.

The secretary is responsible for the cemetery's mobile phone and for responding to calls out of hours (allowance applies).

Remuneration

The salary and conditions are in accordance with Clerks Private Sector Award 2010 (range \$24 - \$28 per hour)

An on-call phone allowance of \$154 per month.

Probation period

A three months probation period applies.

Training

Training is provided as needed, e.g., cemetery governance and operations, bookkeeping, document management, technology, working with the bereaved.

Annual review

An annual review is conducted by members of the Trust appointed to undertake this task.

Detailed responsibilities to be carried out as directed by the Trust.

Administration of Trust:

- Preparation of the Trust meeting agenda, minutes, financial reports
- Attendance at Trust meetings every month.
- Organisation of documentation so that it is accessible to Trust members when required, both in hard copy and electronic formats.
- Management of website, including updating information, fees, alphabetical listing of graves.

General statutory obligations:

- Submission of cemetery financial records for annual audit (where required).
- Preparation of the Abstract of Accounts, in conjunction with the bookkeeper, for Trust approval.
- Preparation and update of Trust fee schedule.
- Circulation of advice and information from the Department of Health to Trust members.
- Maintenance and updating of cemetery records.

Financial management:

- Processing of accounts receivable and accounts payable.

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- Preparation of receipts and recording of funds received from the sale of cemetery products and services including Rights of Interment, plaque sales and monument sales.
- Banking related Trust income and expenses.
- Preparation and presentation of Trust bank statements, cheques, invoices, sales and payment data for approval at Trust meetings.
- Maintenance of appropriate records for audit purposes.

Funeral and interment arrangements:

- Arrange sale of pre-need and at-need right of interment, interment service and memorials.
- Ensure that all relevant paperwork is provided and cemetery interment and financial records, cemetery maps and interment register are updated.
- Locate graves from cemetery plans.
- Review all paperwork relating to interments to ensure it meets the requirements of the *Cemeteries and Crematoria Act 2003* (the Act) and the *Cemeteries and Crematoria Regulations 2005* (the Regulations).
- Liaise with contractor/gravedigger for the provision of grave digging services and ensure that interment services are provided to a satisfactory standard.

Memorial approvals:

- Review applications to erect/establish a memorial prior to consideration by the Trust.
- Check that the Holder of the Right of Interment has provided their permission to establish a memorial.
- Ensure that the correct signatures and details are included on the Permission to Erect a Monument Permit Form.
- Seek Trust approval (where required) to establish a memorial.
- Make arrangements regarding the mounting or installation of plaques.
- Give direction to contractors who place memorials to ensure memorials are installed in the correct location in the cemetery.

Customer services and community relations:

- Maintain a positive and flexible approach to dealing with prospective customers and the public in general.
- Ensure all complaints are brought to the Trust 's attention for consideration and response.
- Seek advice on statutory, legal and insurance matters as directed by the Trust.