



Australasian Agricultural and Resource Economics Society Limited

ABN 48 621 420 193

AARES Board - Request for Services

Secretariat Support Specialist Services – Flexible role(s) across Office
Management, Finance & Conference Coordination

(1) About AARES

The [Australasian Agricultural and Resource Economics Society](#) Limited (AARES) is a not-for-profit company founded in 1957. AARES is the pre-eminent society promoting research relevant to Australasia in agricultural-, environmental-, food-, resource economics and agribusiness. The company's charitable objective is to promote the development of agricultural, food, and natural resources and environmental outcomes through research and the dissemination of its research in Australasia.

The Society is over-seen by a volunteer board, made up of AARES members who are typically employed at research, government and consulting organisations, or self-employed, across Australia, New Zealand, East Asia and North America.

The board includes an executive committee (President, Secretary, Treasurer, Manager of Promotion and Development, President-Elect, Immediate Past President, and Editor of the academic journal published by the society) as well as two early career research representatives, one representative from each of AARES 10 Branches and the chair of the local organising committee for the annual conference.

The major activities of the Society include:

1. Publishing the highly regarded [Australian Journal of Agricultural and Resource Economics](#), with four issues a year
2. Convening an annual conference with associated workshops in February of each year
3. Convening research dissemination and networking events for members during the year such as seminars and symposia
4. Awarding prizes and travel grants to support research excellence and professional development
5. Publishing an electronic newsletter, [AARES News and Views](#) several times a year which contains information about past and future events, calls for awards, and other AARES matters
6. Maintaining a website which provides information about AARES and events
7. Supporting a membership base of around 500 members

(2) Overview of the role(s)

- We are seeking expressions of interest from versatile and motivated professionals to join our team to support our secretariat functions.
- This is an opportunity to work from anywhere in Australia as an established secretariat business service provider, sole-trader, or other arrangements by negotiation.
- We are seeking expressions of interest professionals those who can excel in office management and finance support, with the option of also including conference coordination.
- Expressions of interest will be accepted for one or both roles of: ‘office manager and finance services’ and ‘conference coordination’.
- A summary of the key features of the roles are outlined below, and a more detailed list of the Terms of Reference is provided in Attachment A.

(3) Office Manager and Finance Services

This role is for 15 hours per week, 48 weeks of the year (approx. 720 hours per year), with flexible arrangements

- Coordinate and implement Annual Activities Calendar
- Support for 6 Board meetings per year, with calendar invites, drafting agenda, collating and distributing Board papers, and draft minutes
- Maintain information and reporting systems, including membership databases, file management
- Support communications with Board and members (via email, MS Teams, MailChimp, website, and social media)
- Support conference preparation in liaison with the Local Organising Committee and Conference Coordinator
- Manage accounts payable/receivable
- Assist with annual budget preparation and monthly financial reconciliations using XERO
- Liaise with BAS agent, auditors and financial reviewers as needed

(4) Conference Coordination Services requirements

This role is for 15 hours per week for 16 weeks of the year between October to February (approx. 240 hours), with flexible arrangements

- Assist in planning and executing conference logistics, including catering, venue arrangements, AV requirements
- Coordinate with the Local Organising Committee in managing event communications, registrations, and on-site support during the conference
- Attend the conference each year in 2nd week of February in Australia

(5) Key attributes of applicants

- **Flexibility & Initiative:** proactive, adaptive and self-organised, with initiative and leadership in delivering your work program.
- **Strong Organisational Skills:** capacity to plan and coordinate a work schedule, manage diverse tasks, prioritise work, and maintain a high level of attention to detail.
- **Strong professional communication skills:** strong written and verbal communication skills and demonstration of professional communication skills and strong interpersonal communication skills.
- **Experience with or ability to learn communication and finance software:** experience in using or a demonstrated ability to learn a range of digital platforms, including:
 - Sharepoint, Office 365 and Teams for file management
 - XERO finance software
 - Word Press website and Word Press plugins
 - Mail Chimp for emails
- **An ability to work independently and as a member of a team:** demonstrated skills in working independently and as a member of a team, with strong interpersonal communication skills
- **Reside in Australia:** You will need to live in Australia, but remote work will be supported
- **Interest in agriculture, natural resources, and the environment (desirable):** demonstrated knowledge and interest in this field is desirable.

(6) What We Offer

- A flexible role designed to suit your expertise—choose to focus on one area or expand your responsibilities to include conference coordination.
- Opportunities to collaborate with senior leadership and contribute to strategic initiatives.
- A supportive and dynamic work environment where innovation and professional development are encouraged.
- Opportunity to work from anywhere in Australia as an established secretariat business service provider, sole-trader, or other arrangements by negotiation.
- All software and application subscriptions required for the role are provided
- Applicants are expected to supply their own computer hardware and office consumables, however, it may be possible to support co-located office accommodation with an AARES Branch organisation, by negotiation
- Additional support to cover costs of travel conference for attendance

(7) How to Apply

Submit your expression of interest (EOI) which will include:

- 1) Specify which role(s) your EOI relates to: Office Manager/Finance Support role and/or Conference Coordinator role
- 2) Your quote for services outlined for each role(s), considering the total hours indicated, with your hourly rate included too.
- 3) Your resume
- 4) Cover letter of no more than 1,000 words with your Statement of Claims against the listed key attributes (under Section 5) and how these will support delivering of the key duties outlined in Section 3 and/or Section 4 (where relevant) (and outlined in more detail in Attachment A).
- 5) Names and contact details for two referees

Email submissions to secretary@aares.org.au, by closing date of 11 April 2025, 11.59pm

Contact Officer:

For further information please contact Helena Clayton (AARES Secretary);
secretary@aares.org.au

Attachment A: Terms of Reference: Service delivery requirements across office manager, financial support and conference event coordination

Office Management services

- **Manage and coordinate the Annual Activities Calendar and other Board activities**
 - Manage the Annual Activities Calendar according to specified activity deadlines
 - Send task reminders for Calendar activities for Board members
 - Send task reminders for Actions Arising from regular Board meetings
 - Provide ad-hoc support to the board as required
- **Board and Planning Meetings**
 - Manage planning meetings: Coordinate bi-monthly online meetings between Office Manager, Secretary and President
 - Manage and support board meetings
 - Coordinate and support six on-line Board meetings each year (set up agenda, calendar invite, collate and distribute Board papers, draft minutes)
 - Present Board report on administration activities and status of Calendar of events at each Board meeting
- **AGM**
 - Manage and support the AGM each year (likely to be online) (set up agenda, calendar invite, distribute AGM Board papers, draft minutes)
- **Record keeping and systems coordination**
 - Manage and up-date AARES Annual Calendar and Policy File
 - Manage and maintain membership database
 - File Management – manage the maintenance of files and records to support operations, adhere to governance requirements and organisational policies
 - Maintain and use software systems, such as:
 - Sharepoint, Office 365 and Teams for file management
 - XERO software for issuing invoices and book-keeping
 - Word Press website and Word Press plugins
 - Mail Chimp for emails
- **Member communications and website maintenance**
 - Coordinate and undertake communication and outreach with AARES members about AARES events and announcements. This will be via email and website
 - Coordinate with Branches to support communications
 - Circulate News & Views bi-monthly in coordination with the News and Views manager
 - Maintain website updates as required
 - Manage email inquiries
 - Social media promotion of AARES activities and events

Bookkeeping and finance services

- **Accounts support**
 - Issue invoices e.g., to sponsors
 - Pay invoices as per the approval process
 - Manage debtors
 - Process refunds as required
- **Bookkeeping and finance support**
 - Assist in preparation of annual AARES budget
 - Reconcile XERO accounts
 - Produce financial statements (P&L and Balance Sheet)
 - Support the BAS agent quarterly
 - Support auditors and financial reviewer for September annual reports

Conference coordination services

- **Conference planning logistics**

Work with the Local Organising Committee (LOC) and Office Manager to:

- Coordinate conference facilities, catering, audio-visual requirements, accommodation of sponsorship booths and banners
- Prepare name tags, lanyards, event tickets

- **In-conference support (2nd week of February):**

Work with the LOC to:

- Run a registration desk at the pre-conference workshops and main conference
- Answer questions about the conference program
- Provide information at the registration desk
- Process payments at the conference

- **Manage conference communications:**

- Manage and coordinate updates to website with links to conference webpage, calls for conference abstract submissions and registration
- Manage correspondence with members about the conference
- Manage and coordinate conference correspondence such as thank you letters to delegates, invited speakers and conference sponsors
- Provide invitation letters to delegates upon request under supervision of LOC Chair