

Job Description

Halls Administrator

Responsible for co-ordinating the booking of halls for u3a activities with Group leaders, checking incoming invoices and handling booking and invoice queries.

- Receiving invoices for payment from halls and venues hired by Group Leaders.
- Reconciling balance for hire of halls / venues with Group Leaders.
- Sending invoices for payment to u3a Group Treasurer.
- Receiving notification of paid invoices from u3a Group Treasurer.
- Monitor bank balance for funds received / due.
- Issue reminders for payment.
- Reconciliation of refunds / incorrect invoices.
- Maintenance of hall/venue list, hire costs and contacts for sharing with Group Leaders

Estimated time is no more than 2 hours per week.

Note: The halls and venue booking and any on the day issues such as lost keys / no heating are the responsibility of the Group Leader who hired the hall / venue to resolve.