**Shape

Description automatically generated**

**Dunedin Writers and Readers Festival Bookkeeper and Board Administration Coordinator**

**Permanent Part Time**

* Average 4/5 hours per week
* WFH
* $30 per hour

If you love reading and new ideas, if you’re efficient and well organised and want the flexibility to work from home in your own time to earn a little extra cash - we’ve got the role for you!

Over the past 10 years a group of volunteer Trustees have successfully created the biennial Dunedin Writers and Readers Festival to educate, inform and delight readers. Our next festival — booked for Friday 17, Saturday 18 and Sunday 19 October 2025 — will be a warm, fun and engaging literary festival, a space to expand horizons, feel at home, and connect with others.

We’re looking for a permanent contractor who can work alongside us around five hours a week to help keep the Trustees on track and work toward our next Festival in October 2025. While you can work most hours to suit your lifestyle we will require you to attend at least one evening Board meeting each month. Additionally, you will be required to undertake banking from time to time.

**Tasks**

* Enter invoices in Xero
* Arrangement and process payments for approval by Board
* Liaise with DWRF accountants to ensure correct payment of GST etc
* Will require some banking
* Take minutes at the monthly DWRF Board meeting
* Develop agenda for monthly DWRF Board meeting
* Manage DWRF Board correspondence
* May require report writing and proofing

All applicants must have a good understanding of Te Tiriti o Waitangi and be able to demonstrate cultural competency and a commitment to equity.

If this sounds like a good fit for you, please apply with an cover letter outlining your skills and how you can contribute to the Dunedin Writers and Readers Festival.

If you have any questions or would like more information, please contact us by emailing [board@dunedinwritersfestival.co.nz](mailto:board@dunedinwritersfestival.co.nz). Email applications to this address by 5pm Friday 26 April 2024.