

**JOB TITLE****Fixed Assets Manager****THE PURPOSE OF THE POSITION**

To ensure that the asset / equipment held in the name of Du3a are maintained to a safe standard.

To safeguard the assets / equipment held in the name of Du3a.

**RELATIONSHIP WITH THE COMMITTEE**

Liaison with the committee regarding approval for purchases of assets / equipment. Treasurer for release of funds.

Groups Co-Ordinator regarding assets required / held by groups – purchase to avoid duplication and loss or damage.

**OUTSIDE AGENCIES**

Suitably qualified electricians for PAT testing.

**DUTIES AND RESPONSIBILITIES**

- Record and maintain an accurate record of the assets / equipment held in the name of Du3a.
- Report to Committee on issues relating to the use of assets / equipment where concerns have been raised including loss or damage of such assets / equipment.
- Ensure all assets / equipment held by Du3a are well maintained, suitable for requirements and have the correct PAT certification if indicated. Report to the Committee when PAT testing is required and any issues identified from this. Arrange for PAT testing to be carried out.
- In conjunction with the Groups Coordinator, identify equipment required by groups and determine if existing assets are suitable prior to identifying funds for the purchase of suitable equipment.
- Set up a system to record all assets / equipment held by Du3a and their location.
- In addition, set up a system to record location of portable assets / equipment as they are requested and used within the organisation. All equipment should be stored in a secure location.

**KNOWLEDGE AND SKILLS**

- Computer literate with a working knowledge of spreadsheets e.g. EXCEL
- Good communication skills
- Attention to detail

## **GENERAL COMMITTEE RESPONSIBILITIES**

None

**Issue Date: January 2020**