

## ELGIN GOLF CLUB

### **FINANCE ADMINISTRATOR**

**Job Purpose:** Creating and maintaining the club budget, maintaining all club financial records, and some administrative support.

**Reporting to:** Club Manager

#### **Main Duties & Responsibilities:**

##### Budgetary:

- Assist in daily financial communication, queries, processing and reporting relating to members, staff, suppliers, customers, specialist agencies, Moray Council and financial and professional bodies.
- Process and manage all accounts through SAGE including reconciliation and VAT.
- Operate key financial controls - ensuring all financial transactions are complete, appropriate, accurate and authorised.
- Complete weekly and monthly key financial reconciliations – to include weekly cash flow balance, credit card transactions, monthly bank, nominal and budget reconciliations.
- Process payrolls and 'time off' requests using the Club's budgetary software.
- Process payments and direct debit retrievals via online banking.
- Maintain and review budgetary reports and files (expenditure and income records, employee attendance and pay etc).
- Maintain the budgetary archives.
- Maintain proficiency with the Club's budgetary software.
- Other budgetary duties as assigned by the Club Manager, or with the Manager's approval, or assigned by members of the Club Council.
- Highlight/alert Club Manager or Club Council regarding any financial irregularities or concerns.

##### Administrative:

- Perform routine clerical duties (phone calls, photocopying, faxing, deal with correspondence, and the preparation and typing of correspondence and reports).
- Employ IT skills (familiarity with Microsoft office applications) in support of the administrative and budgetary duties.
- Maintain the Club's website and use social media
- Manage the Club's membership records and competitions' administration.
- Assist in the planning and running of Club events (Prize Giving; Open Week; monthly Council meetings; AGM/EGM etc).
- Meet and greet visitors and, if required, prepare a visit programme.
- Manage and review administrative files.
- Deputize for Club Manager during periods of absence
- Other duties as assigned by the Club Manager, or with the Manager's approval, or members of the Club Council.

#### **Knowledge, Qualifications, Skills and Experience**

- Extensive knowledge of SAGE accounting processes
- Possess proficient IT Skills and ability to use Microsoft Office Outlook, Word, Excel & Publisher
- Confident in use of social media.

- Previous experience working in administrative and budgetary roles.
- Appropriate administration and budgetary qualifications.
- Sound oral and written communication skills.
- Strong interpersonal skills, able to work well within a small team and with limited supervision.
- Proactive and helpful attitude
- Determination, ability to prioritise and meet timelines.
- Resourceful
- Absolute personal discretion.
- Meticulous attention to detail.

### **Routine**

Maximum 25 hours per week with some seasonal variation.

### **Applications**

All applications should be addressed to the Club Captain and emailed to [manager@elgingolfclub.com](mailto:manager@elgingolfclub.com)

Should you wish to discuss any matters relating to the vacancy call 07963 804642, Marian Evans (Club Captain)

Closing date Tuesday 28 January 2020.