



Job Description – Finance & Admin Assistant

Role Context

Elgin Golf Club is a premium golf club offering the highest standards to its stakeholders and visitors on and off the course. Our aim is to be the best inland course and club in the North of Scotland and be the club of choice in Moray. We have good membership numbers and this is part of what we believe contributes to be the “Elgin Experience”. Our golf course is maintained to the highest standards and our club house is warm and welcoming where our stakeholders and guests “Experience” the best of service and facilities.

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

Reporting to: Club Manager

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
- Complete weekly and monthly key financial reconciliations – to include weekly cash flow balance, credit card transactions, monthly bank, nominal and budget reconciliations
- Operate key financial controls - ensuring all financial transactions are complete, appropriate, accurate and authorised
- Prepare and process payroll and ‘time off’ requests using the Club’s budgetary software
- Prepare payments and direct debit retrievals for Club Manager
- Support the Club Manager with the production and review of budgetary reports and files (expenditure and income records, employee attendance and pay etc)
- Maintain proficiency with the Club’s budgetary software and other financial packages
- To assist in the collection and processing of membership dues, subscriptions, locker fees, donations etc including the collection of unpaid amounts as advised by the Club Manager
- Other budgetary duties as assigned by the Club Manager, or with the Manager’s approval, or assigned by members of the Club Board



Administrative:

- Perform routine admin duties (phone calls, photocopying, emails, 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 of social media platforms, including the monitoring of ads and insights
- Manage the Club's membership system, including maintaining the member database and updating as and when required
- In support of the Club Manager, create and maintain reporting tools for trend analysis across all club functions
- Assist in the planning and running of Club events (Prize Giving; Open Week; Club Board meetings; AGM/EGM etc)
- Manage and review administrative files
- Assist the club manager and club board members in the production and delivery of regular facility and operational audits
- To be an integral part of the member and visitor journey within the "Elgin Experience"
- Other duties as assigned by the Club Manager, or with the Manager's approval, or members of the Club Board

Additional:

- To work closely with other department heads and their teams to deliver the "Elgin Experience"
- To perform additional duties as identified by the Club Manager and Board in line with reasonable expectations associated with the role

Routine:

- Part Time at 25 hours per week
- Proposed Monday to Friday 09:30 am – 02:30 pm
- The post will require regular additional hours, in particular, between April – September during the high season. Additional hours will be paid up to a maximum of 40 hours.