

HAYSTON GOLF CLUB
JOB DESCRIPTION

Job Title: Office Manager

Reports to: Club Captain & Finance Convenor

Principal Function: To effectively manage, review and develop the Club's finance systems, policies and procedures in line with current best practice, relevant legislation and Statuary Accounting Procedures.

Duties and Responsibilities:

1. Responsible for day to day financial operations within the Club as required.
2. Prepare Monthly and Annual Financial Accounts.
3. Effective management of the Club's payroll system, ensuring that all salaries are processed accurately and timeously
4. Responsible for the Recording and Paying of Suppliers Invoices.
5. Ensure that all VAT and Inland Revenue Returns are completed on time.
6. Effective and accurate management of all members' annual subscriptions. Enrolling new members into the relevant category. Effective monitoring of Direct Debit payments, and alerting the Club Manager / Finance Convenor to any members in arrears.
7. Collect and bank bar and Pro shop takings and ensure that both retain adequate 'floats' to meet business needs.
8. Count and bank takings from gaming machine.
9. Work closely with the Club Steward, Pro shop staff and other colleagues to develop and maintain effective financial control in all areas of the business.
10. To establish and maintain effective working relationships with HMRC and the Club's Auditors.
11. To report to the Finance Convenor any apparent breaches of security or trust.

Person Specification

Personal Qualities / Skills	Essential	Desirable
Excellent customer care and communication skills – written, face-to-face and on the telephone	√	
Able to use own initiative and to work effectively as part of a team.	√	
Excellent interpersonal skills to deal with a range of customers and external partners.	√	
Ability to follow procedural guidelines communicate confidently.	√	
Ability to exercise good judgement based on information from a range of sources	√	
Experience/Knowledge		
Experience of working with a range of stakeholders in a customer-focused Finance environment.	√	
Experience and in-depth knowledge the XERO accounting system and other finance systems	√	
Sound working knowledge of Microsoft Office packages including Word, Excel, PowerPoint, and Outlook	√	
Previous experience of working in a golf club or similar environment		√
Qualifications		
Educated to NC level in Finance, Business or a similar field		√
Other		
Evening and very occasional weekend work is a requirement of the post.	√	