



JOB DESCRIPTION

Job Title: Club Admin Assistant [based at the club ground as above]

General Description:

To undertake all admin duties, relating to the running of the club. This includes assisting and liaising with the Bar manager, Treasurer and members of the Committee. To be the 'Ambassador' for the club to hirers, suppliers, supporters and members of the public.

Duties: To undertake the following [this is not exhaustive]

Accounting Duties

- Processing purchase invoices
- Processing sales invoices
- Undertake basic credit activities
- Banking – payments, receipts, banking [in conjunction with others]
- Monthly salaries preparation – using Sage

Admin Duties

- Answering the phone
- Dealing with all bookings for the bar/hall and lounge
- Process and account for deposits as above
- Showing potential hall hirers/public around the club facilities
- Liaising with hall hirers/caterers as required
- Dealing with incoming and outgoing post, contacting relevant parties
- Inputting membership data on to the system, in conjunction with Membership Secretary
- Dealing with deliveries to the club/kitchen and processing associated paperwork
- Some stock ordering, in conjunction with the Bar Manager
- At all times communicate to relevant members//public/suppliers

General Duties

- Daily security/hygiene check of the facilities [kitchen, toilets, public areas]
- To promote the best interests of the club and its facilities at all times
- Any other admin/accounting/general duties as requested by the Committee

Health and Safety

- To be aware of all H&S matters and promote good practice in self and all staff
- Liaise with H&S representatives as required

Communication/customer service

- To operate and maintain effective and polite communication with all stakeholders

Training and development

- To undertake training as required and be responsible for own development

Person Specification

- Previous experience of working in an office environment
- Some basic book-keeping experience desirable
- Well organised, polite and well presented
- A good communicator
- Pays attention to detail



- IT literate, numerate and willing to learn new packages as required
- Used to acting with discretion and within the usual boundaries of confidentiality
- To show experience of good problem solving
- Relevant experience of working in a sports/voluntary environment desirable but not essential

Additional information

Due to the nature of the work, the successful applicant will be required to pass an Enhanced DBS Check as a requirement of fulfilling the role.

The role dictates that an appropriate standard of confidentiality must be maintained at all times. Any disclosures of confidential information (including personal information kept on computer or other media) made unlawfully outside the proper course of duty will be treated as a serious disciplinary offence.

Personal circumstances must allow the successful applicant to work extended hours on occasion during times of peak activity.

Pay - £10 per hour

Hours of work – maximum 20 hours per week, approx 4 hours per day x 5 days a week, flexible 9.30am to 1.30pm [no break]

Holiday - 28 days

Other benefits – Auto enrolment Pension plus free social membership