



JOB DESCRIPTION: OFFICE ADMINISTRATOR

1. General Description of Job.

To manage and carry out the Office Administration functions within Kingsknowe Golf Club with direction provided by the Golf Club Manager and Board of Directors.

2. Responsibilities

The Office Administrator is responsible directly to the Club Manager in all matters relating to the provision of the efficient administration requirements of the business. The Office Administrator will also support the administration requirements of the Board of Directors.

3. Specific Duties: Finance and Personnel

To maintain and operate all PAYE requirements within the Payroll system for all employees, including the calculation of salary payments, payments to HMRC and Pension providers, on a monthly basis.

To administer the requirements of the Company Pension Scheme for employees.

To maintain and operate all suppliers and customers information within the Accounting system.

To manage all payments made to suppliers and customer invoicing and receipts on a daily/weekly/monthly cycle.

To post all expenditure and receipts including membership fees to the accounting system on a daily basis and to prepare all monies for banking at least once per week in accordance with the Club's cash on premises policy.

To maintain the VAT records and provide quarterly report for the VAT advisor. Also meet with VAT advisor quarterly. Pay HM Customs VAT and Machine Gaming Duty on a quarterly basis.

To maintain and provide up to date and accurate financial information required by Directors on a monthly basis and the Accountant for year-end process using whatever systems / technology provided.

To carry out and confirm accuracy of regular bank reconciliation checks.

To prepare banking for collection in line with the club's policy for banking and security policy.

4. Specific Duties: Membership and Communication

To maintain all data within the Intelligent Golf membership database including invoicing, payment of fees, membership categories, names and addresses and any other relevant data.

To provide information on how to join the club to prospective new members, and to process new applications for membership timeously.

To provide membership information for the Board meetings.

To organise the administration of the New Members Welcome Meetings

Maintain Locker room and Trolley Store databases. Collect and process fees for both areas.

Support the general golf administration as required by the Match Committee. For example:

- Inputting new members handicaps from previous club;
- Updating members CDH and away scores on a daily basis for all categories of membership;
- Collating and processing club open entries onto a draw sheet and advising guests of tee times

To put out communications to members via the club website, the Intelligent Golf database, and through social media, and to collate information for the weekly e-news.

5. General Administration Duties

To provide advice and information to members on general queries.

To provide advice and information on general enquiries and hire of facilities.

To carry out the general functions that will ensure the smooth running of the office on a daily basis including opening mail, answering phones and responding to emails.

To order and maintain office supplies.

To send out communications to members via the website, social media and e-news.

6. Job Requirements

Must maintain a professional and welcoming approach, and a high standard of service at all times when dealing with members, visitors, customers and colleagues and Directors.

Must have IT skills and be efficient on Microsoft Office.

Must have knowledge of financial posting and reporting through SAGE and Quickbooks, and SAGE Payroll.

Must be an excellent communicator.

7. Experience

Previous experience of working in a similar office environment is essential. Must be self-motivating and be comfortable working on your own when necessary.

Previous experience of a golf club environment is desirable but not essential.

