



Scottish Sub-Aqua Club Ltd

Job Description: Administration and Finance Officer

Job Details

Terms: circa £17,000 Full time post (37.5 hours per week, 9-5)

Line Manager: ScotSAC Chair

Location: Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ

Job Purpose

To co-ordinate and deliver the administration of membership and finance requirements of the Scottish Sub-Aqua Club. This will include written and telephone communication with a variety of individuals and organisations, maintaining/updating membership databases and efficient operation of ScotSACs office systems. It will also include the support of meetings, reporting and routine information distribution to members

Main Responsibilities

	Approx % of time
1. Processing of membership applications and renewals including management of the membership database Course administration Correspondence and communications with the ScotSAC Board, Committees, Branch Committees and Members Provide effective office administration including dealing with daily mail & e-mail correspondence & telephone enquiries Management of ScotSAC requisites. Attending Board / committee meetings to conduct administration / minute taking. Preparing and circulating pre-meeting papers	75%
2. Managing the ScotSAC accounts system: SAGE Instant Plus including processing payments and invoices and reporting	20%
3. Administration of disclosure applications in accordance with our child protection policy	5%

Planning and Organising

- Maintaining and updating membership records / databases on an on-going basis in a well-ordered and efficient manner
- Planning and organising courses and event bookings including the annual conference
- Processing monthly invoices.

Decision making

- Follow policy/procedures in dealing with member enquiries and ensuring a smooth and efficient office environment.
- To manage the priorities for self and to find better ways of working, and planning and prioritising own work activities day-to-day.
- Work coordination and training responsibilities for other office staff as may from time to time be recruited for special projects

Knowledge, Skills and Experience

- Educated to HND level or equivalent, with Higher grade level in English and Maths
- Minimum 2 years office administration experience;
- Excellent communication skills (verbal and written), being polite, diplomatic and patient.
- Initiative and aptitude to be self motivating
- Well developed IT abilities (MS office; internet) with experience of spreadsheets/databases and websites.
- Experience of finance software, preferably SAGE Instant Plus.
- Excellent administration and numerical skills, with the ability to work independently, to deadlines and with accuracy, meticulousness and attention to detail;
- Able to prioritise own workload, understand priorities of colleagues, highly self- motivated, good task planning skills and able to cope with a very busy work environment often with competing demands;
- Demonstrable ability and experience of handling sensitive information
- Have an interest in sport.

The post will also require the successful applicant to complete an Enhanced Disclosure Check.

Scottish Sub-Aqua Club Overview

- The Scottish Sub-Aqua Club (ScotSAC) is the governing body for diving in Scotland and officially recognised by **sportscotland**. It became a Company limited by guarantee in 2006.
- ScotSAC is an amateur organisation, with around 1500 members throughout Scotland, northern England and Ireland. ScotSAC has almost 70 branches in which training and diving takes place.
- ScotSAC is run by the Board and supported by the National Diving Council and Regional Coaches. Members on these committees are volunteers.
- Headquarters staff supports the administrative function of the organisation, including membership processing, mailing, handling queries, organising events and courses.
- Further information is available from www.scotsac.com

ScotSAC is an Equal Opportunities employer, is committed to equity and is working towards the preliminary level of the Equity Standard.

Candidate Specification

A comprehensive candidate specification is detailed below.

Factor	Essential	Desirable
Qualifications And Attainments	<ul style="list-style-type: none"> • Educated to HND level or equivalent experience with Higher grade or equivalent in English and Maths • Must be able to pass a Disclosure check 	<ul style="list-style-type: none"> • Qualification in Business Administration or Sport Management
Work and Other Experience	<ul style="list-style-type: none"> • Experience in administration support (e.g. membership processing, data input, MS Office) • Experience of book keeping and accounts • Demonstrated capacity to achieve work targets. • Experience of working with databases, including data interrogation • Experience of working with volunteers • Experience of handling sensitive information 	<ul style="list-style-type: none"> • Experience of using SAGE accounting software. • Experience in working in a merchandising / membership based environment. • Experience of working in event administration (e.g. entries, payments, results, news) • Experience of managing others • Experience of minute taking during meetings
Skills	<ul style="list-style-type: none"> • High skill level in IT including sound knowledge of MS Office suite and databases) • Sound organisational and planning skills. • Ability to multi-task. • Excellent interpersonal and communication skills. 	<ul style="list-style-type: none"> • Ability to exercise judgment and make decisions • Demonstrable influencing and negotiating skills.
Personal Qualities	<ul style="list-style-type: none"> • Desire to achieve results. • Energetic, focused, self motivated, organised, flexible and enthusiastic. • Commitment to excellence. • Enjoys working in a busy, focused environment • Ability to work independently, often unsupervised • An ability to interface with professional and volunteer staff. 	<ul style="list-style-type: none"> • Interest in and knowledge of sport or membership organisations

Hours of Work

This post is a part time post of 37.5 hours over 5 days. Your normal working hours will be Monday – Friday 0900 to 1700 hours with half hour unpaid lunch break. Scottish Sub-Aqua Club may occasionally, following consultation, alter your working arrangements to meet service requirements such as holiday cover. The post will require occasional evening (e.g. Board/committee meetings) and weekend work (e.g. AGM / Annual Conference) with time off in lieu of payment or amended hours being awarded as appropriate.

Pay

The salary for this post is circa £17,000 depending on experience. Salaries are payable monthly in arrears.

Annual Leave and Public Holidays

The annual leave entitlement is 25 days to be taken by arrangement with the Chairman. The leave year will begin on the date of commencement of employment.

In addition to your annual leave allowance you will be entitled to 7 days public holidays.

Probation, Confirmation and Notice

The appointment will be confirmed after the satisfactory completion of a probationary period of 6 months, during which employment is terminable by one week's written notice. Thereafter, the employment is terminable on either side by one month's written notice.

Applications and Selection Interviews

Applications should be made on the attached form and returned to the following address under **Confidential** cover **not later than Thursday 10th September 2009**:

chairman@scotsac.com

or

Andrew Murray (Chairman)
Scottish Sub-Aqua Club
Caledonia House
1 Redheughs Rigg
South Gyle, Edinburgh
EH12 9DQ

Applications received after the closing date will not be considered.

The provisional date for selection interviews is Monday 21st September 2009 .