

EDMONTON PHOENIX SWIMMING CLUB

JOB DESCRIPTION

Job Title: Finance & Administration

Reports to: The Committee

Brief Description: Administration of the finances of the club on behalf of the Treasurer including the payroll. General administrative tasks including the updating of the membership database. Liaison with the Pools regarding bookings etc.

Hours:	Minimum of 10 hours per week	
Salary:		

Duties and Responsibilities – all to be carried out whilst working in close association with the Teaching Co-ordinator/s, Coaching Staff and where necessary, members of the Committee.

Administration

1. Compilation, updating and regular maintenance of the membership database with new joiners, leavers and change of address etc.
2. Maintain all Medical Conditions of all club swimmers and ensure coaching staff and team managers are informed of necessary information on a need to know basis.
3. Maintain emergency contacts and emergency telephone numbers of all club swimmers and ensure coaching staff and team managers are informed of necessary information.
4. Welcome letters to all new joiners on receipt of completed application forms.
5. Issuing of quarterly bills to swimmers using mail merge. Reminder letters as required.
6. Regular production of Squad/Teaching lists including contact details for Coaching staff and Teaching Co-ordinator.
7. Typing of documents as necessary.

Finance

1. Annual Financial Plan
2. Issuing of Invoices to customers and receiving of payments in respect of these invoices.

3. Receipt of invoices from creditors. Payment of such invoices by due date.
4. Receipt of payments from swimmers for their quarterly fees and annual membership fees.
5. Weekly banking of all monies received following entering onto income sheets.
6. Reconciliation of monthly back statements including checking payments made by standing order.
7. Update monthly/quarterly accounts to facilitate end of year accounts.
8. Present proposals for spending to The Committee on behalf of staff members etc.
9. Receive telephone enquiries regarding financial queries from Parents/members/staff.

Payroll

1. Receive monthly timesheets from all staff and arrange payment of monthly salaries and wages including deduction of Tax and National Insurance contributions as required.
2. The quarterly return of Tax and National Insurance Contributions to HMRC.
3. Annual return to HMRC for End of Year and issuing of P60 to all staff.
4. Receiving of P45/P46 forms from new joiners and passing information to HMRC.
5. Issuing of P45 to in year leavers.
6. Pay reviews to the Committee for approval at regular intervals.

General

1. Liaison with Pool Management with regards bookings and cancellations for training/teaching sessions as well as galas and land training.
2. Notify Coaches/Teaching Co-ordinator of cancelled sessions and emergency pool closures.
3. Attend monthly Committee Meetings to report on Finance and Administration.
4. Support the Committee in the effort to achieve Swim 21 accreditation for the Club and following success, support and implement all elements of the Swim 21 Programme.
5. Maintain high standards of customer care representing the Club in a professional manner.
6. Follow and promote the ASA Child Protection policy.

Signature ... *M Browne*.....

NameMARION BROWNE.....

Date18/08/2007.....

Signature of Club Official ... *J Tunstall*.....

Name: ...JACKIE TUNSTALL - SECRETARY.....

Date:18/08/2007.....