

BOWLS SCOTLAND ADMINISTRATIVE AND FINANCE OFFICER JOB DESCRIPTION

Job Title:	Administrative and Finance Officer F/T
Office Base(s):	National Centre for Bowling, Hunters Avenue, Ayr, KA8 9AL
Reports To:	Finance Manager
Key Relationships:	<ul style="list-style-type: none"> ▪ Bowls Scotland Staff ▪ External Agencies ▪ sportscotland ▪ Clubs ▪ Volunteers ▪ Suppliers/Partners
Job Purpose:	To support the delivery of the Bowls Scotland strategic plan by delivering high quality, efficient and customer focussed administration and operational support as well as effective finance and budget management.

Key Responsibilities:

Administration:

- Provide a high-quality customer focused reception and switchboard service, including monitoring and administering enquiries via the Info@ email inbox
- Responsibility for key tasks relating to the online club and membership system including course/ event bookings, maintenance of club membership info and renewal.
- Work in partnership with the Business and Membership Officer on annual membership affiliation and key events such as the Annual General Meeting.
- Entering, filing, retrieving, and maintaining data from a range of computerised and manual systems, maintaining confidentiality and sensitivity where appropriate.
- Undertake core administrative tasks, including preparation of letters, booking of venues arranging meetings, catering, ordering supplies and / or stock control, opening, recording, franking, and posting of mail
- Provision of administrative support to the Management Team, where appropriate

Finance:

- Record company activity on the financial management system* to provide accurate information for the purposes of filing accounts
- Maintain and update purchase ledger, sales ledger, and nominal ledger
- Maintain accurate record of supplier data in the financial management system*
- Support with any inquiries and questions related to financial operations
- Responsible for cash collection by ensuring payments are received on-time
- Maintain and update accurate records of customer disputes, and liaise with departments to drive timely dispute resolution
- Responsible for the integrity of the financials system
- Ensure financial process and procedures are followed in line with financial manual and policy
- Support the implementation of technical enhancements within the financial system

*Current Sage, with a move to Xero due in August 2023.

General

- Promote Bowls Scotland both within and out with the work environment.
- Uphold the organisation values of Bowls Scotland
- Draft reports and contribute to staff meetings as appropriate.
- Maintain knowledge and adhere to the published Bowls Scotland policies
- Maintain own personal development records and ensure that interim review and annual appraisal documentation is signed off and lodged according to company policy and timescale.

The above job description will be subject to annual review to reflect the needs of the Bowls Scotland.