



Finance and Administration Manager

POST TITLE:	Finance & Administration Manager
LOCATION:	Alan Higgs Centre, Coventry, CV3 1HW
SALARY:	£20-£25k Dependent on qualifications and experience
HOURS:	Full Time (37.5 Hours)
ANNUAL LEAVE:	28 days including bank holidays (rising by one day per year to a maximum of 33 days including bank holiday)
RESPONSIBLE TO:	Club Treasurer/Trustee and working closely with Performance Coach & Club Business Manager
PURPOSE OF THE JOB:	To improve the communication and efficiency of City of Coventry Swimming Club & Coventry Swim School by supporting with finance & administration duties involved in the club/swim school and to lead on the payroll for Club and Coventry Swim School staff.

The City of Coventry Swimming Club is looking to recruit a highly enthusiastic, motivated and dedicated professional to be an integral member of our successful team.

Person Specification

- Has experience of administration and record management
- Possess excellent verbal and written communication skills with a good level of competency when using IT
- Have excellent organisational and time management skills
- Work well both individually and as a member of a team
- Understanding of and work with Sage and Course Pro software would be an advantage
- Knowledge of HR would also be an advantage

Duties and Responsibilities to involve but not limited to:-

Finance:

- Collate Invoices and Payments
- Keep the Cashbook up to date
- The banking of Cash / cheques
- Management of Direct Debits for the Club training scheme and Coventry Swim School
- Collate staff hours for Performance Coach and Learn to Swim Coordinator to sign off
- Processing of Payroll

Administration:

- Processing of General Enquiries and New Member Enquiries
- Processing of New Members onto relevant systems
- Management of enquiries and bookings of Swim Camps
- Club Kit – Liaising with suppliers on stocks held
- Booking of transportation as and when required
- Trophy & Medal management - tracking and stock check
- Tracking and collating Coaches and Volunteer qualifications
- Tracking and managing the DBS and NRASTAC certification of staff
- Social Media and Club Website updates
- IOS and regional courses, management of vouchers and forms as required
- Track and monitor staff holidays
- IT Liaison



Informal enquiries: Informal enquiries can be made to Hayley.Ward@coventry-swimming.org.uk

Process of applying: Applications to Club Secretary Ruth.Jelley@coventry-swimming.org.uk

Closing Date : September 16th 2022

Interview dates: Week Commencing 19th September

References, qualifications and legal entitlement to work in the UK will be checked.