

Swinley Forest Golf Club

Office Manager/Finance Controller

Swinley Forest Golf Club is one of the country's premier private members' golf clubs.

We are looking for a professional office manager who can work with a small team to deliver exceptional customer service in the most discreet manner.

This new full-time role will be responsible for managing all facets of the office, including all financial matters, as well as acting as a direct support to the Club Secretary.

Working hours 9.00am – 5.00pm (40-hour Monday – Friday) although some flexibility will be required during peak times of the year.

Key Priorities of the Office Manager

Accounts

- Prepare all accounts to month end prior to passing to Finance Manager (Contractor).
- Pay all suppliers by BACS as per the club policies.
- Prepare invoices for all HOD to sign off electronically.
- Liaise with the Golf Administrator to accurately account for the green fee revenue.
- Work with the Secretary in preparation to the yearly budget review.
- Prepare all information required to complete the annual billing of subscriptions and Direct Debit payments.
- Complete the membership subscription renewal process in a timely manner.
- Reconcile bank statements and bar takings.

HR

- Maintain accurate staff records & files for 35 employees using Peninsula software.
- Prepare and update all staff contracts of employment.
- Assist all department heads with all recruitments requirements to include interviews, job offers and induction paperwork as required.
- Assist all staff in HR meetings such as welfare & disciplinary matters.
- Prepare all monthly salaries to include, overtime, tips and staff fund receipts.
- Prepare & pay monthly pension contribution in line with club policy.

General Administration

- Act as PA to the Secretary when required.
- Prepare & distribute all documentation for the Committee meetings and all other meetings as required.
- Minute taker for all Committee, AGM & staff meetings.
- Answering all enquiries in a professional manner, whether by telephone or email.
- Admin support to all heads of department as required.
- Prepare and send all communications to members on behalf of the Committee or Secretary.
- Maintain accurate records of all machinery servicing and renewals for the office.
- Maintain sufficient stocks of all stationery, postage etc.

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Members' Support

- Maintain accurate membership records using Club Systems V1 software.
- Maintain and manage the club candidates list and all Applications for membership.
- Deal with all membership enquiries in a timely and professional manner.
- Maintain accurate records of the clubs Bond holders, register transfers, and issue all documentation.
- Admin support to all Committee members as required.

Candidate skills & qualification

- SAGE 50 accounting & SAGE payroll essential.
- Microsoft Word, Excel & Outlook.
- Club Systems V1 membership operating system knowledge advantageous.
- Familiar with HR platforms.
- Excellent organisational, interpersonal, planning, and prioritising abilities are essential.
- An understanding of golf and its traditions will be advantageous.
- Ability to work both independently and collaboratively.
- Ability to plan and schedule work to maximise efficiencies.

This is a new position and the ideal person will be one who has the utmost discretion, diplomacy, initiative and can always work in a calm and controlled manner.

Our Office Manager will be expected to lead in the modernisation of all functions of the office and to maximise the use of all software programmes that the club operate.

Salary & Benefits

- £50,000 - £55,000 depending on qualifications & experience.
- Pension contribution and club funded life insurance policy (3 x annual salary).
- Share of a very generous staff fund paid out yearly.
- Meals on duty.
- Access to staff golf policy.
- Further training & development opportunities.

This is an exciting opportunity for the right candidate to modernise the office and finance functions at a truly wonderful club.

All applications will be treated in the utmost confidence and should be directed to the club Secretary, Gordon Simpson by email gordonsimpson@swinleyfgc.co.uk no later than Friday 30th January at 5.00pm.

Applications should include a letter clearly highlighting your suitability to the role as well as an up-to-date CV.

Only those who proceed to interview stage will be contacted.