

JOB DESCRIPTION

POST TITLE: Administration and Finance Supervisor

RESPONSIBLE TO: General Manager

VERSION: 10th January. 2017

Job Purpose

To provide administrative and financial support for the General Manager and the overall operation of the Quay Zone

Principal Duties and Responsibilities

- Oversee the day to day operation of the administration, financial, reception and café elements of the Quay Zone.
- In conjunction with the General Manager and others the development and operation of administrative and financial systems, practices and reporting to ensure the smooth and efficient operation of the Quay Zone.
- Day to day supervision, support and development of the administration, reception and café team.
- The provision of financial and other information, records and reports required to run the business effectively.
- Administrative support for the Board of Trustees, including attendance at their regular meetings.

Specific Post responsibilities

- To provide administrative support for the Quay Zone and for all activities and services provided from the Centre
- To support and carry out all financial management processes including but not limited to the accurate processing of accounts, invoices and purchases, payments and receipts, cash handling, banking and reconciliations, associated inputs and outputs to a financial management system and the preparation of all associated reports and audit trails.
- To provide administrative support for all employee related functions including recruitment, employee contracts, training records and day to day processing of employee related functions related to pay, attendance, holidays, sickness, discipline and other employee matters.
- To supervise the day to day operation of the leisure management system and assist with its continued development.
- To provide administrative support for the Board of Trustees including attendance at Boards meetings and the preparation of minutes and reports.
- To supervise the daily operation of the reception, café server and back office to ensure a high quality service and the efficient use of staff and other resources.
- To supervise and manage the retail and vending sales of the Quay Zone.
- To act as the Registered Person or Countersignatory for the purposes of the Disclosure Scotland Regulations
- To act as part of the whole facility team by undertaking lifeguarding and first aid duties as required and qualified for.
- To ensure the public areas in and around the reception and café seating area are maintained in a clean, tidy and hygienic condition at all times.

Job Requirements

- a. To have the utmost discretion and sensitivity in relation to handling of management, financial and personnel information associated with the operation of the Quay Zone and South Carrick Community Leisure.
- b. To operate in a professional manner and to ensure that they and the administration/ reception team are presentable (uniform/ name badges) and present a warm, positive and welcome to all customers and visitors to the Quay Zone.
- c. To be willing to achieve a National Pool Lifeguard qualification and maintain it through monthly staff training sessions
- d. To be willing to train and maintain a first aid certificate and be able to give first aid, if required, to the public and staff.
- e. To be on call as and when required.
- f. To be fully aware of, understand and implement, the Normal Operating Procedure and Emergency Action Plan
- g. To ensure high standards of health and safety practice are maintained
- h. To assist in the delivery of business objectives by undertaking specific tasks and projects as defined by the Manager.
- i. To support the corporate work of the Quay Zone by undertaking work within other job areas as directed by the General Manager.

This job description describes the general duties of the post and does not preclude other duties which are necessary for the efficient operation of the charity in meeting its objectives. It is current at the date shown above. In consultation with you, it is liable to variation by the General Manager of the Quay Zone to reflect actual, contemplated or proposed changes in or to your job.

SIGNED
Post Holder

DATE

SIGNED
General Manager

DATE

Person Specification

Attributes	Essential	Desirable
Professional/ Educational Qualifications		First Aid Qualification
Relevant Experience	Supervisory Experience Book Keeping Experience Administration Experience Customer Management Experience	Catering & Café Experience
Special Knowledge/ Skills	Excellent Communication Skills Excellent Administrative and Organizational Skills	Familiarity with Sage Financial Management System
Personal Features/ Qualities	Discrete, Reliable & Honest Confident & Self-Motivated Bright, Welcoming & Pleasant Manner	
Additional Job Related Requirements		