



## **Part-Time Finance Administrator – Greystones Lawn Tennis Club**

### **About the Club**

Greystones LTC has over 1,400 members aged from 4-80+ playing social and competitive tennis all year round with about 40% of its membership, adults and juniors, involved in coaching programmes. The Club is one of the largest in Ireland with 12 outdoor courts, a practice wall, a modern Clubhouse with licenced bar and 2 function rooms. Located in the seaside village of Greystones in Wicklow, the Club offers beautiful surroundings and an opportunity to work in a friendly community-based club in a growing area, conveniently located within commuting distance of Dublin.

### **Role**

As the Finance Administrator, you will oversee the management of proper bookkeeping and accounting records and ensure processes to record day-to-day financial transactions in the Club operate accurately and efficiently. Reporting to the Operations Manager, you will work closely with other staff members and the Club Treasurer to assist the Club in financial decision making. You will also liaise the club's external accountant to enable the production of annual financial statements to members and with other external stakeholders such as suppliers and the Revenue.

This is a flexible part-time bookkeeper role initially for a 12-month fixed contract. Average working hours will be 8 hours a week over the year with some peak times around month and year end. A competitive salary will be offered to the right candidate. Individuals interested in working on a self-employed basis may be considered also.

### **Key responsibilities**

- Oversee invoicing, online payments and management of subscription and coaching income
- Liaise with the suppliers, manage and process payments
- Record day to day financial transactions and complete the posting process
- Utilise the club's systems and perform reconciliations of income, bank/cash, EPOS and eCommerce transactions
- Bring the books to the trial balance stage and liaise with the Treasurer and the Club's external accountant in relation to the annual audit and financial statements
- Handle payroll in a timely and accurate manner
- Maintaining bar stock and other club inventory records
- Complete tax forms and submit Revenue returns
- Maintain data related to the Club's debenture programme
- Support the development of policies and controls over the club's financial systems
- Analyse data records and develop financial reports to assist the Club's Operations Manager, Treasurer and Executive in decision making
- Report to and attend Executive Committee meetings if required on financial matters
- Other duties and cover as required

### **Key requirements**

- A relevant Finance, Accounting or Business Administration qualification or be studying towards achieving a relevant qualification.
- Proven data entry skills, bookkeeping, payroll and administration experience with experience of working in a tennis or sports club, gym or leisure centre being an advantage.
- Extensive knowledge of accounting software, preferably cloud-based
- Proficiency in handling and analysing financial data including hands on experience of working with and producing reports in Excel
- Proficiency in English and MS Office suite
- Knowledge of club databases, EPOS systems and Paypal desirable

**Key attributes**

- Excellent analytical and financial reporting skills
- High degree of accuracy and a strong attention to detail
- Organised and proactive with excellent prioritisation abilities
- Customer-service focused, personable and professional
- Flexible with can-do attitude
- A good communicator and ability to establish good working relationships with stakeholders

Other organisations may call this role Bookkeeper, Finance Assistant or Accounts Administrator.

Please forward CV and cover letter to [careers@greystonesltd.ie](mailto:careers@greystonesltd.ie) Closing date for applications Friday 22 October at 6pm.

Further information about Greystones LTC is available on [www.greystonesltd.ie](http://www.greystonesltd.ie)