



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 Club Treasurer, you will work closely with other staff members and the Committee to assist the Club in financial decision making. You will also liaise the club's external accountant to produce the annual financial statements for 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. The role is office based in GLTC. 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
- Manage and process payments timely and liaise with suppliers as necessary
- Record day to day financial transactions accurately
- Utilise the club's systems and perform reconciliations of income, bank/cash, EPOS and eCommerce transactions
- Prepare monthly and annual accounts and liaise with the Treasurer and the Club's external accountant in relation to the annual audit and financial statements
- Prepare payroll in a timely and accurate manner
- Maintain bar stock and other club inventory records
- Complete tax forms and submit Revenue returns

- Maintain data related to the Club's debenture programme and process any payments or amendments required
- 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 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 Quickbooks
- Proficiency in handling and analysing financial data
- Proficiency in English and MS Office suite, particularly Excel
- Knowledge of club databases, EPOS systems and Payroll software 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

Closing date for applications Friday 13th October 2023.

Further information about Greystones LTC is available on www.greystonesltd.ie