

# Bookkeeper and Administrator

- Helford, Helston, Cornwall, TR12 6LB
- £25,000 to £28,000 (pro-rata)
- Part time (9-2pm, Mon-Fri)

This is an exciting and varied role handling all aspects of the Helford River Sailing Club's (HRSC) finances, communications, membership and administration. The role would suit an organised and motivated individual who can turn their hand to any task while being the friendly face of the Club, supporting the committee and the membership. The role requires self-management and a 'can-do' attitude.

Founded in 1948 and located on the south bank of the Helford River, the Club provides a welcoming atmosphere for members, visiting yachts, families and guests. Run by an elected committee, the role of Bookkeeper and Administrator, is a valued and integral part of the running of the Club.

## Main Purpose of Job:

To ensure the smooth running of all aspects of the HRSC including; the clubhouse, club membership, finances, suppliers and records.

Use of the Club bookkeeping software system, to manage and record the Club finances. Use of the Club software to ensure all records are kept current and maintained.

## Duties and Responsibilities:

### Finance:

\* Record and manage Club finances and transactions through Quickbooks software and the EPOS till system

- \* Check and enter the daily and weekly bar and restaurant takings
- \* Prepare PAYE and staff wages
- \* Manage VAT and Inland Revenue returns
- \* Assist in the preparation and updating of management reports, budgets and forecasts
- \* Work with the Club accountants to prepare end of year reports
- \* Carry out bank reconciliations
- \* Manage Direct Debits and accounts due
- \* Prepare documentation for stocktakes

#### Communications:

- \* Organise the preparation and distribution of Club newsletters and yearbooks.
- \* Manage communications with the Club membership
- \* Manage the posting of content to the HRSC website
- \* Assist with the preparation of Committee minutes
- \* Liaise with advertisers and Club sponsors where required

#### Administration:

- \* Collect subscriptions from membership for annual and holiday membership
- \* Manage new membership enquiries

\* Set up and manage collection of subscriptions via Direct Debit

\* Maintain and update Club records

\* Manage the allocation of moorings and pontoon berths

You will:

\* Be self-motivated and able to work without direct supervision

\* Have strong, clear communication skills both over the phone and via email

\* Have accounts experience and/or qualifications

\* Be experienced in bookkeeping and the use of Quickbooks or similar systems

\* Have experience with EPOS till systems or be willing to undergo training

\* Have experience working with accountants

\* Have experience with PAYE, VAT and HMRC

\* Be experienced with Direct Debit systems

\* Be skilled and experienced in Excel, Word, Publisher, Outlook and other Microsoft Office apps

\* Be skilled in the use of e-marketing systems

\* Have experience of updating website content and using CMS

\* Have experience of general office and supplier management

\* Be friendly and helpful and maintain the Club's fun and welcoming atmosphere

A love and understanding of sailing is beneficial but not essential.

How to apply: Send your CV and covering letter to [angiewatson1@outlook.com](mailto:angiewatson1@outlook.com)

To find out more information contact Angie Watson on 01326 280536