



**GLENELG**  
GOLF CLUB

**FINANCE & ADMINISTRATION MANAGER**

**JOB & PERSON SPECIFICATION**

**OCTOBER 2018**

# GLENELG GOLF CLUB INCORPORATED

## JOB SPECIFICATION

<b>POSITION:</b>	Finance & Administration Manager
<b>REPORTS TO:</b>	General Manager
<b>OVERALL SCOPE:</b>	To ensure the accurate preparation of all financial accounts and the presentation of management reports through modelling, budgeting and financial analysis, and the efficient and effective operation of the Club's Administration functions.

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### Key Result Areas

#### 1. ANNUAL BUDGET AND FINANCIAL PLANNING

**To assist with the development, preparation and monitoring of the annual budget.**

*This key result will have been satisfactorily achieved when:*

- » Financial projections, worksheets, estimates, costings, financial models and related information requested by the General Manager have been provided in the correct format, within the timeframe stipulated and the information is correct.
- » The Annual Budget and Cash Flow forecasts have been prepared in a timely manner to ensure prudent and efficient financial management.
- » Cash Flow has been monitored and potential difficulties flagged to the General Manager in a timely manner.
- » Evaluations are carried out on areas of the Club business to improve financial and operational efficiency.

#### 2. DEBTORS AND CREDITORS

**To ensure the timely payment and collection of funds**

*This key result will have been satisfactorily achieved when:*

- » All accounts for payment have been matched to approved orders and paid within the approved timeframe.
- » Invoices have been issued by the Administration office to debtors within 48 hours.
- » Membership subscription accounts have been coordinated with Administration staff to maximize efficiency.
- » All delinquent accounts outstanding for more than 21 days have been reported and assistance provided with their pursuit to the satisfaction of the General Manager.

### **3. FINANCIAL REPORTING**

**To prepare the financial records of the Club to balance sheet.**

*This key result will have been satisfactorily achieved when:*

- » All postings have been made to the correct general ledger account within 48 hours.
- » The bank reconciliation has been completed, a satisfactory explanation for any variance noted, and a report provided to the General Manager for approval.
- » Accurate financial reports on an accrual accounting basis have been provided to the General Manager, with a satisfactory explanation for any variance noted, for approval within 10 working days following end of month.
- » End of year adjustments including debtors and creditors, provisions etc, have been calculated and posted within fourteen days of end of December.
- » End of year financial reports have been provided on time, are accurate, in the agreed format, and acceptable to the Auditors.

### **4. BANKING AND FINANCIAL MANAGEMENT**

**To maximize the return on funds.**

*This key result will have been satisfactorily achieved when:*

- » Suitable banking facilities have been maintained; daily bankings have been prepared and banked by Administration staff; large cheques have been banked on the day of receipt, and all receipts reconciled daily.
- » A minimum of cash has been accurately and properly maintained by Administration staff as petty cash to meet the requirements of the Club.

### **5. STATUTORY AND OTHER RETURNS AND ASSET REGISTER**

**To assist with the completion and lodging of statutory and other returns and to maintain the asset register.**

*This key result will have been satisfactorily achieved when:*

- » Payroll, taxation and other statutory returns have been produced and lodged within the required time frame.
- » The asset register and additional information required by the General Manager has been updated on a monthly basis.
- » The depreciation schedule is produced within fourteen days of end of year and is acceptable to the Auditors.

### **6. POINT OF SALE SYSTEM**

**To supervise the use of the point of sale system.**

*This key result will have been satisfactorily achieved when:*

- » Stock has been entered correctly into the POS system by Administration staff and within 24 hours of receiving an invoice.
- » Daily financial management and sales reports have been produced on time.

- » Operational problems have been assessed and either reported to the General Manager or the software supplier, and resolved promptly.
- » Any problem reported to the software supplier has been followed up at least daily.

## **7. PAYROLL**

**To maintain the payroll and associated personnel records.**

*This key result will have been satisfactorily achieved when:*

- » Payroll has been set up on the relevant accounting software and staff have been paid correctly and on time by Administration staff.
- » Staff members' employment history files have been kept up to date by Administration staff at all times.
- » All associated payments processed by Administration staff have been made on time and are accurate.

## **8. HUMAN RESOURCE MANAGEMENT**

**To assist with the implementation and maintenance of professional systems for Human Resource Management.**

*This key result will have been satisfactorily achieved when:*

- » Recommendations and changes to the Club's OH&S Program have been provided to the General Manager for implementation.
- » Assistance in the development of Employment Agreements has been provided to the General Manager to ensure compliance with relevant legislation.
- » Assistance in the development of Job Descriptions/Duty Statements has been provided to the General Manager for continual review to ensure the smooth operations of the Club.



## HOW TO APPLY

Applications in Word format only should be forwarded to Justin Hinora by email to [23851@hender.com.au](mailto:23851@hender.com.au)

Telephone enquiries are welcome and may be directed to Christian Gaszner on (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.

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