



RECRUITMENT OF FINANCE & ADMINISTRATION ASSISTANT



INFORMATION PACK FOR PROSPECTIVE APPLICANTS

UPDATED 21st DECEMBER 2017

Revised closing date - SUNDAY 8th January 2018

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BACKGROUND TO THE APPOINTMENT

Over the past 18 months the Council of Aboyne Golf Club has been working in collaboration with our governing body 'Scottish Golf' (SG) to review the existing structure, workflow, performance and revenue streams of the club. The objective being to determine future requirements and formulate a business plan for the club to ensure its long-term growth strategy is met.

As part of this process, SG used their business planning tools to survey the Aboyne membership to determine what they want from their club across a range of service lines. In conjunction with this strategic review, Council have also surveyed the members to get a clearer understanding of the membership composition, their playing habits and expectations from being a member at Aboyne.

Consequently, the Council of Aboyne GC have identified areas for streamlining operations to ensure we can service our members and visitors needs whilst operating prudently within our tight financial parameters. Council have compiled a future operating model and have recently appointed a 'Director of Golf' to drive the growth of the club forward in 2018 and beyond. To support the Director of Golf and perform additional club activities, the newly created part-time role of Finance & Administration Assistant has been compiled.

This detailed briefing document for prospective candidates is the result of that strategic review.

CLUB OVERVIEW

A private members Club, Aboyne is the oldest on Royal Deeside established in 1883. Originally founded on Aboyne village green, the course moved to Formaston Park in 1905 and was developed by renowned golf architect Archie Simpson. The layout remained virtually the same from 1913 until new holes on the back nine were added in 1990 by designer Martin Hawtree.

The Club has a membership of around 630 drawn from all walks of life and is renowned as being very friendly and welcoming to visitors. It is very much an all-inclusive and family orientated club and wants to be embedded within the local community. The membership is long-serving and loyal with a sizeable number of members commuting out to Aboyne from Aberdeen to play their golf such is the high regard the course and club are held in.

The Men's section holds competitions Wednesday and at weekends which are well attended. The team has been successful in winning the Deeside League in the last few seasons.

The club also has a very active Men's Senior section which competes on a Tuesday and regularly plays matches against a host of other clubs in the region.

The ladies section holds competitions Wednesday and at weekends. This year our ladies won the Aberdeenshire County 'Watt Duffus' trophy.

The club is fortunate to have a very active junior section playing their medal competitions on a Tuesday night attracting upwards of 40 youngsters. Juniors progress from initial 3-hole, thru 5 and 9 holes to become 18-hole players. This high attendance stems from the work done by the Primary Schools 'Active Schools Co-Ordinator' based at Aboyne Academy encouraging youngsters in to the game under the 'Club Golf' national initiative. In addition, golf camps are also provided by the resident PGA Professional in the Easter and Summer holidays to introduce youngsters to the game.

The club participates in the North East Junior Pennant league and reached the regional finals in 2016. We are fortunate to have several juniors – both male and female - who have progressed on to represent the club at regional and national level. A number have elected to make a career in the sport and have or are now studying in the USA on golfing scholarship.



CLUB IT AND FINANCE SYSTEMS

We currently use industry standard software created by 'Club Systems International' (CSI) known as 'Club V1' to interact with our membership and manage our database. CSI also host our website with a limited number of club officials and employees authorised to administer the site.

We also have an on-line booking system designed by 'BRS' to allocate tee times and interact with external parties. Individual members can also record scores and manage their profiles through the 'How Did I Do' application which is linked to ClubV1 and BRS.

The club is active on social media promoting the course and catering to both UK and Overseas visitors through the following portals: -

Facebook: www.facebook.com/aboynegolfclub

Twitter: <https://twitter.com/AboyneGolf>

LinkedIn: www.linkedin.com/groups/4726871

The club uses the SAGE 50 programme for accounts processing and financial reporting.

We presently use Hall Morrice as our Accountants. We use Burnett and Reid as our solicitors.

MEMBERSHIP OF BODIES

Aboyne is an affiliated member of Scottish Golf (SG). The club has worked hard over the last couple of years to enhance its relationship with the governing body and has utilised the full range of business support services and planning tools provided by SG.

The club also supports the regional Destination Management Organisation (DMO) 'VisitAberdeenshire'. In this capacity, the club has representation on the 'Golf Advisory Group' which is tasked with setting the future strategy and subsequent promotion of golf in the region.

The club is a corporate member of the Aberdeen & Grampian Chamber of Commerce (AGCC) promoting the club to visiting societies and parties from the Oil & Gas sector and other industries from the region.

THE COURSE

Aboyne offers golfers of all abilities a unique and memorable challenge. The long-established course has won many plaudits as one of the best maintained, varied and challenging inland courses in Scotland.

Such is Aboyne's growing reputation, in 2016 it was selected by the governing body to host the "ScottishGolf Women's County Finals". In 2017, the club was asked by Scottish Golf to host the Scottish Golf Junior Open regional qualifier.

We are honoured to have been chosen by the R&A to host the prestigious LGU 'Coronation Foursomes' Finals in August 2018.

THE CLUBHOUSE

The original clubhouse was replaced in 1980 and offers panoramic views around the course and along the Royal Deeside valley towards Lochnagar mountain range.

The club offers a full range of bar and catering services which have recently been outsourced to contractor 'Cecil & Mearns'.

Internal refurbishment of the upstairs area has recently been completed by the membership.



Within the downstairs area of the clubhouse there is a dedicated shop for the Director of Golf selling a range of golf equipment and clothing. The has recently been refurbished including the 'back office' area where the Finance & Administration Assistant will be based. This will ensure close liaison with the Director of Golf.

THE CHALLENGE AND OPPORTUNITY

With a renowned reputation as one of the best maintained, varied and challenging inland courses in Scotland, we have a growing standing as a destination for international golfers in addition to servicing our existing membership and visiting parties.

As we prepare for the 2018 season, we seek to appoint a Finance & Administration Assistant to support the Director of Golf in making our club a preferred golfing destination of choice.

The overall objective of the role is to provide key back office support to Council and the Director of Golf in the proficient and timely administration and overall financial and operational management of the club. You will deliver a cost-effective, efficient support service making optimum use of appropriate modern management methods, systems and technology. The role requires tenacity, energy and drive to deal with an interesting and varied workload.

If you can offer us a strong work ethic, coupled with enthusiasm and the ability to work in a stand-alone capacity, together with other important attributes outlined in this candidate brief, then we would be keen to meet you.

The role offers the exceptionally rare opportunity to manage the workload in a timeframe that suits your personal preference determining your own hours of work. We envisage that on average you will be required to work 16 hours per week, but are looking for a candidate who can be flexible dependent on the prevailing workload which does fluctuate.

As this is a significant customer and supplier-oriented role, it is essential to have a strong business aptitude and passion for customer care providing a level of service in which attention to details is paramount.

In consultation with the Club's current Managing Secretary, we have identified the tasks detailed below will be performed with varying degrees of regularity over the course of a calendar year. A detailed overview can be found on pages 7 and 8: -

Financial Aspects of the Role calculated to take 87days/year: -

- Accounts - 52 days (1 day a week)
- Banking prep and going to Post Office - 12 days (2 hours a week)
- VAT returns - 4 days (1 day a quarter)
- Year-End Prep - 5 days per year
- AGM Prep - 2 days per year
- Overdraft renewal preparation, submission and discussion - 1 day per year
- Council Meeting prep – 3 days (2 hours a month)
- Payroll – 2 days (1.5 hours a month, the payroll run is outsourced)
- Keeping abreast of legislation – 2 days (1.5 hours a month)
- Correspondence/ Emails – 4 days (2 hours a month)

Administration aspects of the role (17 days / year): -

- General Finance discussions and budgeting
- Subscription Run and renewals
- General other admin

There might be the odd week in the year where an extra day or two of work is required at pinch points e.g. Year End / Subscription renewals, but these would be few and far between and would be remunerated accordingly.



The above list of responsibilities, duties and tasks are not exhaustive, and may be revised or extended by the Council as may reasonably be required from time to time.

THE LIKELY CANDIDATE

With an exceptionally varied and challenging workload, it is imperative that the successful candidate should have an enthusiastic and infectious 'can-do' attitude and approach to the role providing a first-class level of service with high attention to detail.

We are open-minded as to the profile and level of experience candidates should have: the appointment is more to do with the cultural and strategic fit alongside key financial qualities.

Amongst the attributes the successful candidate will likely demonstrate are: -

- Energy and passion with full alignment to the club's ethos, values, high standards and reputational standing.
- The ability to be an ambassador for the club and to behave in a way that enhances the club's reputation with both the local community and the wider golfing community.
- A strong advocate of continuous improvement with a proven track record of providing service excellence to customers.
- Demonstrate sound time-management skills with an inherent ability to prioritise a changing workload whilst demonstrating meticulous attention to detail.
- Possess sound business acumen and financial literacy. Support the Director of Golf in the production and interpretation of monthly operational and financial reports against agreed budgets and KPIs.
- Commercial awareness & professional judgement with capability of working on own initiative.
- Highly competent IT skills ideally with a good knowledge of relevant electronic accounting systems and software, particularly the SAGE 50 programme.
- Excellent oral and written communication and diplomacy skills coupled with an understanding of confidentiality and ability to practice it.
- A flexible outlook and approach to working hours with a supportive sense of humour.

We are open-minded regarding the terms for this position but would have preference to a self-employed contract arrangement.

TO APPLY

Following feedback from the marketplace, together with issues of interviewer availability over the festive season, we have adjusted our original timelines.

The revised closing date for applications is Sunday 8th January 2018.

First round interviews will be conducted at Aboyne Golf Club on Thursday 12th January 2108.

. We hope to make an appointment shortly thereafter which will be conditional on the receipt of suitable references.



Unsuccessful candidates will normally be notified by email as soon as possible after the successful candidate has indicated their acceptance of the position. The Club reserves the right to shortlist only those who in the opinion of the Club best fulfil the requirements of the position and to raise the essential requirements to facilitate shortlisting if necessary.

If you would like to be considered for this opportunity, please email a covering letter and CV, demonstrating your suitability, together with an indication of your remuneration details, to: aboynegcmessaging@gmail.com

Please ensure the Subject Heading in your email is titled 'Application for F&A Vacancy' followed by your name in capital letters.

Aboyne Golf Club Council

21st December 2017



JOB DESCRIPTION – FINANCE & ADMIN ASSISTANT

Whilst not exhaustive, we would envisage the following key tasks will be performed with varying regularity over the course of a calendar year: -

- Ensure members and visitors are provided with the highest level of customer service throughout the Club. Maintain a professional and welcoming approach always when dealing with members, guests and visitors.
- Responsible for the administration and maintenance of all club policies, procedures and guidelines ensuring compliance of the Club in accordance with all stated statutory legislation.
- In conjunction with the Director of Golf and Council, ensure proper records are maintained for all aspects of the Club's activities, including but not limited to, all matters relating to membership, staff, finance, green fees, corporate sponsorship, competition fixtures, open events etc.
- Implement satisfactorily the decisions reached by the Council.

Financial aspects of the role

- Process and input all invoices for payment in a timely manner.
- Ensure that the proper accounting records are kept relating to the Club and are prepared and audited.
- Assist the Club's Finance Committee in the preparation and development of budgets and financial plans.
- Provide Council with monthly financial reporting in a timely manner.
- Assist in the arrangement of any necessary bank overdraft required for the winter period.
- Supervise the administration of all sub-committee accounts for social functions, catering, green fees, and major golf club tournaments.
- Administer in a timely fashion the small payroll for the Club.
- Maintain knowledge on the Club's cash, banking and recording procedures.

Administrative aspects of the roles

- Administer all leased and hired equipment at the Club ensuring suitable records are maintained.
- Administer the club's insurance policy and other such schemes required for the Club to function.
- Support the Director of Golf in the annual renewal and processing of individual and corporate membership.
- Support the Director of Golf in the administration of corporate outings, visiting parties and preparation for Open events held at the Club.
- Support the Director of Golf in administering all tee signage and other corporate sponsorship programmes.



- When requested, support the Director of Golf in the development of initiatives aimed at increasing revenue and membership numbers.
- Maintain the Club's stationary, consumables and marketing materials ensuring the necessary stock levels are upheld to provide an efficient service to members, guests and visitors.
- Co-ordinate and maintain all statutory and discretionary training records for the Club and its staff.
- Work closely with contracted bar and catering staff to ensure compliance with the Club's license to sell alcohol. Oversee necessary action to apply for bar extensions.
- Support the House Convenor in managing the club's utility contracts.
- Ensure that the highest standards of confidentiality and respect are maintained in all aspects of the Club's business.
- Adhere to all health, safety, hygiene and fire regulations.

The above list of responsibilities, duties and tasks are not exhaustive, and may be revised or extended by the Council as may reasonably be required from time to time.