



Hessle Golf Club Part Time Finance Manager Vacancy

A new team member is required at our thriving Club at Raywell.

The main responsibilities include:

1. The maintenance of accounting records and generating accurate management information to Profit and Loss/ Balance Sheet level. Experience in Xero Accounts/Payroll essential.
2. Monthly payroll and management of employee records. Submission of PAYE to the HMRC.
3. Complex VAT partial exempt transactions and submission to the HMRC via Making Tax Digital – training can be given.
4. Full knowledge of sales, purchase and nominal ledgers. Bank account postings, reconciliations, petty cash, sales receipts and supplier runs. Cash handling and banking.
5. Working as part of the golf club team, closely with the Director of Finance and Manager/Secretary to provide administrative support to the Board Directors.

The successful candidate will have relevant experience and exceptional attention to detail, with an understanding of accountancy and book-keeping, good office and organisational skills, computer skills in Word and Excel, and ability to work to, and sometime implement their own processes. Excellent communication skills are essential, as is a flexible approach to work and a willingness to get involved. Knowledge of golf club management systems would also be advantageous.

The ideal candidate would ideally hold professional qualifications to at least AAT BTEC Level 3 or equivalent and to at least have 3 years' experience of operating computerised accounting systems preferably Xero, payroll systems and VAT systems ideally gained in a golf club or other similar small organisation.

Hours & Benefits:

- 22.5 hours per week over 5 days (9.30am to 2pm) with the salary negotiable depending on experience.
- 28 days paid holiday per year inclusive of public holidays pro rata
- Pension scheme
- Free golf membership
- Free parking on site

Please forward your application by email with your C.V. including current salary to Paul Haddon – Manager/Secretary manager@hesslegolfclub.co.uk

