

Table Tennis Scotland Support and Finance Administrator Job Description

Post Title: Support and Finance Administrator

Responsible to: Director of Support

Overall Purpose of the Job

To provide: administrative office support and financial processing for the broad work of Table Tennis Scotland.

Main Duties and Key Responsibilities

1. Provide general administration and clerical support to any of the Office Bearers or Directors as required.
2. Deal with all postal correspondence sent to TTS as required.
3. Deal with all general enquiries via telephone or e-mail directly, or forward them to the appropriate Office Bearer or Director.
4. Understand the structure of TTS and be able to forward enquiries to the appropriate person.
5. Be responsible for the timely and correct management of all necessary banking and financial procedures, including supporting the Finance Director in the reporting of budgets, and liaising with the Accountants for annual accounts.
6. Collate tournament entries and forward these to the appropriate person and assist with any pre-tournament administration duties.
7. Support the Director of Coaching with the coordination, booking, and administration for all coach education courses and development opportunities.
8. Co-ordinate the booking, payment and issuing of travel arrangements and accommodation for representative teams, players, coaches and officials.
9. Manage the content and keep the TTS website up-to-date.
10. Keep all records up to date, maintain paperwork for all areas of the organisation, and document all office and administrative processes.
11. Prepare all required papers and take minutes of meetings as required by the Board.
12. Attend meetings and carry out duties during evenings and weekend on specific occasions as defined by the Board of directors.
13. Agree to and take part in the TTS appraisal and evaluation process.
14. To be responsible for your own Health and Safety while working in the office environment.
15. Any other duties appropriate to the grade as required by the Board.

Table Tennis Scotland Person Specification		
Post: Support and Finance Administrator		
	Essential	Desirable
Qualifications and Experience	<p>A relevant qualification in a business administration-related field or A minimum of two years experience providing high quality administrative support in a business setting, including financial processes.</p>	<p>Formal qualifications in Financial management, Accounting, or Business administration.</p> <p>Experience of working in an administration and/or finance role within a sporting environment or Sport Governing Body.</p>
Knowledge, Skills and Abilities	<p>Outstanding computing skills, including Microsoft Office and Email.</p> <p>Experienced and skilled in the use of SAGE accounting Software.</p> <p>Report writing, minute taking, and general administrative skills.</p> <p>Strong written and verbal communication skills</p>	<p>Website content management and social media marketing.</p> <p>Knowledge of the structure and coordination of Table Tennis in Scotland.</p>
Disposition and Personal Qualities.	<p>Exceptional attention to detail and pride in ensuring high quality service</p> <p>The ability to operate with limited supervision and achieve tasks</p> <p>Self-motivated, energetic and enthusiastic</p>	<p>An interest in the field of sport.</p>