

ROLE DESCRIPTION

JOB TITLE:	Administration and Finance Administrator
SALARY:	Competitive
RESPONSIBLE TO:	BWL Office Manager
JOB BASED AT:	BWL Head Office, Leeds
CLOSING DATE:	28th April 2017

WORKING CONTEXT

British Weight Lifting (BWL) is the national governing body for Weight Lifting and Para Powerlifting in Great Britain and Northern Ireland. Successful funding bids to Sport England and UK Sport provide a strong platform on which to build the sport. As the leading provider of lifting focused competition, education and development opportunities for lifters and coaches, BWL will enhance sport participation over the next four years as well as build on 2016 success to deliver competitive weightlifting and power lifting teams for the 2020 Tokyo Olympics and Paralympics and beyond.

JOB PURPOSE

The person selected for the role will be expected to support the BWL Finance Director and Office Manager daily to deliver the BWL Finance and Administration needed by the organisation.

DUTIES AND RESPONSIBILITIES:

- » To monitor and respond to email
- » To Support Members with the Membership system
- » To Run Membership reports
- » To Process Membership through Sport80
- » To process Club Affiliations
- » To Enter Transactions on to Sage Accounting Software
- » To produce sales invoices
- » Answering the phone and help with enquires
- » Support in arrange travel where required
- » Provide weekly and monthly reports as required
- » Assist with Payment and expenses
- » To process and post Shop Orders
- » Assist with managing Shop Stock

SKILLS AND EXPERIENCE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> » Strong team player » Ability to manage time and to prioritise work effectively » Tenacious when it comes to problem solving/ acquiring key information » Ability to work on own initiative » Excellent written and oral communication skills » Ability to work under pressure and meet deadlines » Ability to receive, understand and convey information which requires interpretation, analysis and careful explanation to others » Prepared to work out of normal office hours and to travel on occasion 	<ul style="list-style-type: none"> » Knowledge of Sage account software

HOURS OF WORK

The working hours are usually 9am – 5pm Monday to Friday with a half hour lunch with further flexibility from time to time. Some weekend cover is required for events.

BWL offers a company pension and an annual leave entitlement of 26 days plus statutory bank holidays.

HOW TO APPLY

Please send your CV with a covering letter detailing why you feel you are suitable for the role by midnight on the deadline to sue.ward@britishweightlifting.org

Interviews will commence week commencing **8th May 2017**

If you have not heard from us within 2 weeks of the closing date please assume that your application has been unsuccessful on this occasion.

BWL IS AN EQUAL OPPORTUNITIES EMPLOYER

BWL is a recognised equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, gender reassignment, marriage and civil partnership, sexual orientation, pregnancy and maternity, race, religion, belief and gender.