



**Finance & Events Coordinator
(The View and Seaford Head Golf Course)**

JOB DESCRIPTION

Responsible to: General Manager

Grade: 7-11

Hours of work: 22 hours per week

1.0 Job purpose:

To ensure the efficient and smooth running of the general and financial administrative functions within The View at Seaford Head.

2.0 Duties & Responsibilities:

General & Events Administration:

- 2.1 To deal with incoming enquiries from members of the public both over the phone and by letter/email;
- 2.2 To coordinate the event booking enquiries and organisation including business meetings, weddings, wakes, parties, golf societies and more;
- 2.3 To share in the creation and maintenance of a public mailout database.
- 2.4 To assist where required with purchasing or items and stock control;
- 2.5 To assist with the creation and updates of promotional publications and the marketing of the venue;
- 2.6 To assist with the writing of press releases and updating of The View's website and social media pages;
- 2.7 To maintain diaries to ensure necessary deadlines are being met and key dates are recorded;
- 2.8 To assist with report writing/research and data analysis;
- 2.9 To assist the Management Team in preparing information on staff rotas and timesheets for the payroll;
- 2.10 Other general administrative duties as required by the Management Team at The View.

Financial Administration:

- 2.11 To deal with petty cash, cash deposits, banking and other money handling duties, in line with the Council's policies;
- 2.12 Responsible for following the Council's Internal Control procedures with regards to financial administration involving writing purchase orders, handling delivery notes and invoices and ensuring accurate records and control is maintained at The View.
- 2.13 Working closely with The View Management Team and Finance Team at the Council to ensure Council policy and procedures are adhered to at all times.