

- Job Title:** Guernsey Netball Administration Officer
- Contract Hours:** 825 Hours per Annum equating to two days per week
- Salary:** £15 per hour
- Reports to:** Chair of Guernsey Netball Association but has key relationships with the Netball Development Officer (NDO), Finance Director (FD) and Participation Director (PD).
- Job Purpose:** To provide the administrative support to Guernsey Netball, developing the systems to effectively support the Guernsey Netball Association's Board.

This job description outlines the current responsibilities of the post. However, the duties of the post may change and develop over time and the job description may be amended in consultation with the job holder

## **Roles and Responsibilities**

### 1. Membership Management

- Ensure all players are charged the correct annual subscription and collate this centrally, building a strong relationship with the volunteer league co-ordinators.
- Ensure all newcomers joining throughout the year are charged the correct subscription as agreed by GNA and the Board.
- Maintain a player database, website and support the FD with the current accounting process / package on a weekly basis.

### 2. Facilities

- Liaise with the NDO, Age Group Team Managers (tba), Academy Manager (tba) and relevant Directors to ensure facilities are booked / cancelled / amended for any GNA activity or events outside of the League fixtures.

### 3. Finance

- Player annual subscription. Raise appropriate invoice and send to the player, record incoming payment or chase for non-payment in accordance with procedure
- Ensure fees and/or allowances are paid to coaches of the Future Panthers, Youth Academy using the agreed GNA policy and record these transactions in a timely manner.
- Raise and send out the invoice in respect of any advertising & sponsorship agreement immediately upon advice that a new agreement has been signed, or within 15 days of the renewal date of each agreement every year where an on-going arrangement is in place.
- Record and set up payment within on-line banking system any bill/invoice received from an approved supplier when work/supply of goods has been approved/pre-approved, ensuring that the bank details used are those held on file to ensure any fraudulent request for payment is identified and reviewed/rejected
- Invoices/bills received from new/occasional suppliers are to be treated with great care and pre-approval is to be gained before any entry is recorded either within the agreed GNA accounting system or the banking process.

- Reconciliation of bank accounts to be undertaken at least once a week, with any outstanding transactions being investigated and resolved within the same week. Once the reconciliation is complete, the FD is to be advised so that a second pair of eyes can check the validity of the reconciliation, or where items remain outstanding, these can be resolved in a timely manner.
- All transactions should be recorded with the correct value date. Timely processing of transactions, particularly around the year-end date for the accounts is vital so as to present an accurate set of accounts to the Board and members.
- There will be occasions where both receipts and payments are known yet the actual paperwork has yet to be received. In these instances, where this occurs and the transactions have not been processed prior to year-end, these transactions must be brought to the attention of the FD so that the necessary accruals can be raised.
- Insurance. It is vital that we always have the appropriate insurance policies in place and whilst this in itself is not the responsibility of this role, the incumbent will ensure that this matter is handled in a timely manner through liaising with the FD or in their absence the Chair.
- Reimburse members undertaking coaching courses that have been agreed by the NDO. Liaise with the Guernsey Sports Commission in respect of available grants and funding.

#### 4. Representative Teams - Home Match Responsibilities

- Liaise with the relevant Team Manager / Director / NDO and book facilities.
- Provide support for event promotion, team logistics and spectator opportunities. Assist with the smooth running any GNA event such as the Inter-Insular matches.
- If applicable, raise invoices for players and monitor receipt of funds.

#### 5. Representative Teams and Tours - Away Match Responsibilities and visiting teams

- Working within approved Board policies on travel, liaise with,
- For Senior teams - the relevant Team Manager/Director and assist with the necessary travel arrangements/logistics using recommended travel agents.
- For Junior teams – Team Manager / Director and NDO as advised.
- If applicable, raise invoices for players and monitor receipt of funds.

#### 6. GNA Board Meetings and Operations Meetings

- Liaise with the Company Secretary (CS) and Chair to organise and attend monthly GNA Board Meetings and agreed Operations Meetings.
- The Administration Officer if requested may take minutes, including action points, and circulate to the Board in a timely manner.
- Retain all Board Meeting minutes and documents/reports in a secure manner to allow access/review by any authorized party.

#### 7. General Duties

- Maintain a coaching database in partnership with the Safeguarding Director ensuring all appropriate checks and qualifications are in date.
- Work within Data Protection policy and procedures.
- Keep yearly planner for all events and key dates.
- Keep Guernsey Registry up to date.
- Check and respond to emails in a timely fashion.
- In conjunction with relevant persons, liaise with England Netball and England Netball representative on affiliations, competition entries.

- Assist with the organisation of the any end of season event with regards to nominations and collection of cups/awards.
- Collect and Engrave Trophies for end of season Event, Inter-Insulars, etc.
- Undertake an annual review of all GNA policies in conjunction with the relevant Directors.