

European Squash Federation  
Job Description  
**OFFICE ASSISTANT (Finance & Admin)**

**EUROPEAN SQUASH FEDERATION ~ BACKGROUND**

ESF is the governing body for squash in Europe, and has 46 European nations in membership. ESF's core business is overseeing the operation of 7 European Championships, plus a series of tournaments (Circuits) across 29 nations for juniors and masters (over 35s) players. It also provides development programmes for squash coaches and referees across Europe.

ESF is run primarily by expert volunteers, who are either elected to the Board or appointed by the board. They are supported by 2 paid staff located in a small office at Barston near Solihull.

**ROLE SUMMARY**

The Office Assistant is responsible for overseeing the day-to-day finance functions, communications with Member Federations along with other administrative duties to support the Office Manager and the ESF Treasurer.

**HOURS OF WORK**

An average of 15 hours/week, work pattern to be agreed with the Office Manager. There is an opportunity to work flexibly.

**SALARY**

Salary for 15 hours per week is £10,000 per annum (next review January 2019)

**RESPONSIBILITIES**

**1. Invoicing (25%):**

- i. Raise membership invoices to all Member Nations on an annual basis, and chase outstanding payments as required
- ii. Raise invoices to host nations and venues for hosting championships and circuit tournaments, and chase outstanding payments as required
- iii. Raise invoices for other income and activities including coaching & refereeing courses, inspection visits and junior/masters rankings

**2. Preparing and Managing Accounts (35%):**

- i. Prepare and monitor monthly accounts. Prepare monthly accounts for the Board with explanatory notes
- ii. Prepare annual accounts in close liaison with the ESF Treasurer
- iii. Prepare all annual accounts paperwork for the AGM in late April
- iv. Manage the purchase and sales ledger
- v. Ensure tight credit control
- vi. Co-ordinate and record all expense claims and payments, ensuring compliance with ESF's expenses policy

**3. Communications (30%)**

- i. Respond to various enquiries, e-mails and general liaison with Member Nations and Board members as required
- ii. Assist the Office Manager in keeping web-site content up to date
- iii. Compile content for quarterly newsletters

iv. Assist in developing and maintaining social media platform

**4. Support of Coaching and Refereeing Programme (5%):**

- i. Provide support to the Coaching Committee and Tutors as required, including checking all courses and new registered coaches are updated on the web-site.
- ii. Ensure invoices are issued and paid.

**5. Other duties (5%):**

- i. Organise purchase and delivery of sundries for Championships tournaments
- ii. Provide office cover in the absence of the Office Manager
- iii. Any other duties reasonably

**PERSON SPECIFICATION**

- Proven, highly effective organisational and planning skills, including attention to detail
- Excellent communication and inter-personal skills, including the ability to communicate clearly to audiences where English is not their first language
- Must be numerate and have a understanding of basic financial accounts
- Competent in use of SAGE software
- Competent in the use of Microsoft office, particularly excel and word
- Ability to use your own initiative to solve problems, and appreciate when to seek advice
- An appreciation of working within a mainly volunteer-led organisation may be helpful
- Ability to work independently and flexibly when required
- Ability to work to tight deadlines when required