

The Role and Responsibilities of the Inverness Harriers Finance and Membership Administrator

Responsible to: Inverness Harriers and Amateur Athletics Club President and Vice President and **scottishathletics** National Club Manager.

Responsible for: Support the development of Inverness Harriers and Amateur Athletics Club including supporting coaches, athletes, parents and volunteers with essential administrative functions.

Key tasks will include:

- Manage the club's membership database and online membership systems.
- Process new memberships, renewals and membership enquiries.
- Maintain accurate member records and ensure compliance with data protection requirements.
- Support the management of waiting lists and onboarding of new members.
- Administer the club's use of Spond and other membership communication platforms. Build strong relationships with coaches, volunteers, parents and athletes to support a positive club environment
- Provide bookkeeping and financial administration support to the Treasurer.
- Process invoices, payments and receipts.
- Maintain accurate financial records using the club's accounting systems.
- Assist with monthly financial reporting and budget monitoring.
- Support preparation of financial information for committee meetings, funding applications and annual reporting.
- Assist with income reconciliation from memberships and club activities.
- Provide administrative support to the Club Committee.
- Prepare meeting agendas, take minutes and maintain action logs.
- Maintain governance records, policies and compliance documentation.
- Support the club's transition towards charitable status.
- Assist with safeguarding administration and volunteer record management.
- Coordinate communication with members through Spond, email and other digital platforms.
- Support the production of newsletters, announcements and club updates.
- Respond to general administrative enquiries in a professional and timely manner.
- Help improve communication processes to enhance the member experience.
- Provide administrative support to coaches and volunteers.
- Assist with volunteer recruitment, onboarding and record keeping.
- Support planning and administration of club events, competitions and meetings.
- Contribute to improving administrative systems and operational processes across the club.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.



Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	• A relevant qualification in business administration, finance, sports management or a related discipline, or demonstrable equivalent experience in a relevant role. • A strong proficiency in English and mathematics • Experience of working effectively with partners • Experience and knowledge of working with volunteers • Experience of initiating, developing and delivering small projects / workstreams	• Evidence of continuous professional development • Demonstrable experience in a similar role • An understanding of rural community life, its advantages and challenges
Work and other experience	• Experience with financial reporting • Experience of managing tasks efficiently and effectively • Experience of successfully developing and maintaining effective relationships with stakeholders • Strong knowledge and experience of MS Excel, MS Outlook, MS Word and CRM systems	• Experience working in a charity. • Understanding of athletics • Knowledge of Scottish sporting landscape • Experience with financial or membership management software
Skills	• Well organised with a proven track record of delivering under pressure • Ability to plan, manage and deliver multiple projects successfully • The confidence to communicate clearly both internally and externally with stakeholders through strong verbal and written	

	communications skills ● Strong problem-solving and decision-making skills, with the ability to assess complex situations and develop practical, effective solutions.	
Disposition and personal qualities	● Self-disciplined with ability to work effectively remotely ● Innovative and forward-thinking with a positive attitude ● Respectful, trustworthy, enthusiastic and hard-working with a proven track record of achievement ● Commitment to personal development and a willingness to learn from others	