



Administration and Finance Officer
Full Time
South Gyle, Edinburgh

The Scottish Sub-Aqua Club (ScotSAC) requires a vibrant, organised, self-motivated individual with first class communication skills to fulfil the role of Administration and Finance Officer.

This is a full time post. Working hours are 9am - 5pm Monday – Friday. The salary for this post is circa £17,000 depending on experience.

The post is based at our relocated Headquarters in Caledonia House, South Gyle, Edinburgh.

The Scottish Sub-Aqua Club is the governing body for scuba diving in Scotland.

You will be responsible for delivering the administration needs of ScotSAC, processing membership applications, course records, accurately maintaining databases, administering the finance system (SAGE), sending out member communications and organising events and meetings.

You will be highly competent using Microsoft Office applications (Word, Access and Excel) and databases, be well organised and able to manage time productively. You will have prior experience of finance software, ideally Sage Instant Plus. You will have excellent communication skills. The successful candidate must pass a disclosure check.

Applications Close: Noon, Thursday 10th September 2009.

Interviews: will be held on Monday 21st September 2009 in Edinburgh.

Candidates required for interview will be notified by 5pm 11th September 2009.

Full details and the job description/person specification are on: www.scotsac.com

ScotSAC is an Equal Opportunities employer, is committed to equity and is working towards the Preliminary Level of the Equity Standard in Sport