

Financial Administrator - Faversham Swimming Pools



April 2021 | Part-time, 13 days per month

Faversham Swimming Pools is pleased to be recruiting to the new post of **Financial Administrator**. This role offers an exciting opportunity to support the effective operation, development and modernisation of a much-loved community asset at the heart of Faversham.

About Faversham Pools

Faversham Pools is an independent charity and multi-pool complex comprising a 25m indoor pool with learner pool, and a heated 33m summertime outdoor pool with diving boards, water fun park, toddler pools and a picnic area. The Pools are Swale's biggest tourist attraction with almost 250,000 admissions annually and was voted one of the top ten lidos in the country in 2019.

Our core purpose is to provide excellent facilities and activities, and support our community through safe, affordable and accessible leisure opportunities. The Pools are used by over 25 local schools plus community groups, for physio and rehabilitation, as well as by individuals and families. A variety of classes welcome swimmers of all ages, from just a few months old to elderly people learning to swim for the first time. Faversham Swimming Club is based at the pools and supports over 300 members aged from 5-85, along with two thriving triathlon clubs. The pools has an essential role to play in supporting the physical and mental wellbeing of people across the local area.

Faversham Pools has a dedicated team of staff, many of whom have been part of the organisation for many years. As a registered charity, we have a Board of ten volunteer Trustees/Directors who ensure the organisation is achieving its charitable aims, and who support the Pools' management team in setting the strategic direction and priorities for the Pools.

About the role

We are seeking a **Financial Administrator** to lead the effective administration of the charity's accounts, payroll and budgetary control functions. Working closely with the General Manager, this team member will lead the preparation of accounts, budgets, payroll and pensions administration. They will act as a financial adviser to the Board of Trustees and support our IT and infrastructure upgrades, with the introduction of a computerised accounting and banking system and the development of our online booking system.

We're looking for someone with excellent levels of numeracy, organisation, attention to detail and communication. Formal accounting qualifications are an advantage, as is experience with Sage Payroll. Excellent IT skills are essential.

In addition to the above, we're interested in hearing from candidates with particular skills and enthusiasm around web-based systems, cloud technologies and IT/digital experience, as this

role could be expanded to include supporting wider modernisation and digitisation of our business model including developing our website, online booking platform and back-office technology.

Salary will be agreed depending on experience but will be up to £25,000 pro rata with 20 days pro rata days annual leave per year. The role is offered on a part-time basis of 13 days per month and we are open to flexible working arrangements following discussion with you about your needs and preferences. We are also open to a significant amount of time spent working remotely.

For full information about the role, please see the Job Description and Person Specification.

[Applying for this role](#)

Applications are invited before the closing date of 16 May 2021 and should be sent to [Erica Wilcox](#) at recruitment@favershampools.com.

Please send a copy of your CV accompanied by a covering letter setting out:

- Why the role appeals to you;
- The skills and experience that you would bring to the role.

In preparing your application you may wish to review a copy of our Business Plan, which is available by emailing recruitment@favershampools.com.

Applications will be considered and candidates invited to a first interview from mid-May onwards. We hope that the successful candidate will take up the role as soon as possible.

We welcome applications from people from all sectors of the community and with a range of backgrounds, not just the swimming/leisure sector. For any questions or an informal conversation to discuss your experience and whether this role might be right for you, please contact [Erica Wilcox](#) on recruitment@favershampools.com.

www.favershampools.com/jobs

