



Club Manager, Upavon Golf Club
Part-Time - 25 hours per week

Upavon Golf Club is a private members Club situated on the Pewsey Vale Downs.

We are looking for a Club Manager who will be responsible via the Chairman to the Executive Committee of Upavon Golf Club for the overall day-to-day running of the Club.

The Position

- Act as Head of Sites and focal point; managing the bar/catering, greens, golf professional and administrative staff.
- Manage all duties and issues relating to Club Membership and Handicap Database using industry software.
- Manage the input and maintenance of accounts and day to day financial records of the Club including submission of returns to HMRC, VAT, payroll systems and all other tax liabilities.
- Production of management/financial reports using SAGE.
- Act as Company Secretary for Upavon Golf Club Limited.
- Undertake a periodic review of statutory legislation.

The Person

- You will have a hands on approach to management
- Strong people management and inter-personal skills
- Dynamic, excellent leadership skills and communication
- Be flexible about hours worked to include some weekends and evenings
- Preferably have a knowledge of golf/leisure industry

This position comes with a competitive basic salary (dependent on experience) and a pension provision with free golf membership.

If you have the necessary skills and relevant experience for this exciting role, please apply with a covering letter addressed to the Club Chairman outlining how you meet the requirements of this position and send with your CV to richard@richardblake.co.uk by Friday 22 February 2019.

DOUGLAS AVENUE, UPAVON, WILTSHIRE, SN9 6BQ

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