**The Victory Club**

**227 Selhurst Road SE25 6XY**

**Tele: 020 8653 2617**

**Job Vacancy**

The Club invites applications for the post of Club Secretary, submissions to be made with CV to above address, applications close 20th august

**Club Secretary:**

**Job Description:**

Responsible for day to day running of Club, reporting to Chairman advising the Committee and acting on their joint decisions.

**Annual Leave:**

As required providing all work is done in advance or cover is arranged by the Secretary.

**Sick Leave:**

Up to 3 weeks full pay per year.

**Duties:**

* Attending Committee Meetings; compile minutes, report and update of relevant or outstanding issues.
* Process time sheets, forward to bookkeeper, print payslips & make payments.
* Open post; answer correspondence as required and arrange payment of outstanding bills.
* Arrange Contractor and estimates for in house works.
* Negotiate with energy suppliers for best deals.
* Ensure the on time payment of Premises & Machine Licenses (no reminders).
* Oversee membership Secretary.
* Organise Risk Assessments; Weekly checks of Fire Alarms, Extinguishers, Emergency lighting, and unrelated hazard checks.
* Prepare accounts to be interpreted by Auditor for his report
* Arrange quarterly payment of VAT and monthly PAYE
* Advise and agree with Committee any price increases with advice from Steward and with information from Stock takers report.
* Act as legal representative for the Club.
* Act as Presiding officer and arrange annual Club elections.
* Prepare and complete annual returns for FCA & CIU.
* Arrange 5 yearly electrical safety checks, yearly PAT testing, fire extinguisher testing.
* Any additional requirements as required or agreed by the Committee.

**Training will be offered over a transfer period to be agreed.**