

OCEAN RACING CLUB VICTORIA

Job Description

Job Title	Sailing & Finance Administrator
Location	ORCV office – 3 Aquatic Drive, Albert Park VIC 3206
Reports to	Commodore (also takes direction from the Sail Captain and Treasurer for those aspects of work which relate to them)
Direct Reports	Nil

Type of employment	Type of position: <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor	Hours 28 / week (average) 4 days per week
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GENERAL DESCRIPTION

Sailing 60%, Finance 30%, General 10%

The Sailing & Finance Administrator supports the ORCV committee to deliver training and racing services to the ORCV members. The Sailing & Finance Administrator is responsible for most of the administration and logistics required to deliver ORCV racing programs, together with the back office and finance administration. The Sailing & Finance Administrator will be involved with the work of the Training and

JOB REQUIREMENTS

- Communication with ORCV members, committee, flag officers, volunteers and external stakeholders (suppliers, yacht clubs, AS etc)
- Working with bookkeeper and Treasurer, assistance with financial control including bill payments, invoicing, chasing up payments etc
- Manage, organize and update ORCV business information systems and databases (with a focus on racing)
- Planning and organization of Racing events, with a focus on compliance
- Arrange and participate in ORCV committee meetings and any relevant working groups / sub committees
- Maintenance, storage and logistics relating to ORCV assets (ORCV Radio van, Training equipment, Trophies etc)
- Assistance with ORCV web site, Facebook and on line race and booking systems
- Manage and maintain the ORCV office, incl responding to phone calls and Email

COMPETENCIES

Strong communication skills

Ability to work autonomously and at times alone

Strong PC skills incl Microsoft Office, MYOB, TopYacht, basic web site editing

Driver's Licence

DETAILED JOB DESCRIPTION

PERFORMANCE CRITERIA

Customer service – answering phone calls, Emails, answering machine and physical mail	Response in a timely manner, the absence of complaints
Finance support – Invoicing, receipts, accounts receivable and payable, bank reconciliation, monthly statements and payment follow up	Timely and accurate financial reporting, the absence of complaints, Treasurer satisfaction
ORCV Committee support – Attending committee meeting, preparing office report and collating other reports and correspondence as required	Communicate effectively with Committee Members, managing competing requests and expectations in consultation with Commodore. Meeting content available 3 working days prior. Absence of complaints

ORCV asset maintenance – ORCV Van, Training assets, Trophies and other assets, overseeing storage, transport and maintenance. Ensuring electronic records are captured in the online systems	Absence of problems
Support of racing program – Working with the Sailing Captain and Race Directors and Race Champions, co-ordinate race documentation, clothing, boat decals/flags, liaising with clubs and authorities, Topyacht race entry system, race entry verification, compliance and crew paperwork, Incident response team, van, trophy presentation and any other relevant requests	Absence of problems and quality of data
AGM – Agenda, venue, catering, trophies, documentation, voting	Absence of problems and smooth running of the AGM
Marketing and media – Working with the Committee Marketing lead, assistance with web site, Facebook, media liaison	Satisfaction of Committee marketing lead
Risk and Compliance – Working with the Secretary and Commodore, ensuring that mandatory reporting and insurance requirements are met	Absence of problems
Office – keeping office functional, clean and tidy, working with committee to ensure any maintenance is done. Oversee record storage and archiving.	Absence of problems

REVIEWED BY	Committee
APPROVED BY	Commodore
DATE APPROVED	