



## ROYAL NAVAL SAILING ASSOCIATION IS RECRUITING FOR AN ACCOUNTS AND MEMBERSHIP SECRETARY



**Introduction:** The Royal Naval Sailing Association (RNSA) is a Service Sports Association with specific responsibilities to the Royal Navy (RN) for the delivery of the sport of sailing. It has over 5000 members and from 1 Jan 20 will be a Charitable Incorporated Organisation (CIO) with clear Objects that focus output on improving military efficiency through the participation of RN personnel in sport. The bond between serving and ex-serving members is really important and draws strongly from the values and ethos that RNSA members share with the RN. RNSA works primarily across the UK with dedicated Branches located in regions where the RN either has or traditionally had a significant presence.

RNSA's output is volunteer led and enabled by a small permanent staff based in Gosport, Hampshire. The successful applicant would form an integral part of a dynamic and responsive team that values both the links with the RN and its hugely supportive membership. They enable and deliver a busy sailing programme both at home and abroad, whilst operating within the appropriate policy, governance and financial governance constructs. The role is largely office based, requires considerable initiative, an ability to get on with people, knowledge of standard IT software and accounting skills / experience equivalent to AAT Level 2 or higher.

**Job Title:** Accounts and Membership Secretary

**Responsible to:** Chief Executive Officer

**Responsible for:** Supporting the Chief Executive and the Chief Financial Officer in the running of the RNSA as a dynamic and highly effective charity that delivers the sport of sailing for the Royal Navy.

**Purpose:** This is a new position that looks to combine the role of managing day-to-day financial accounts with the routine handling of membership enquiries and associated administration.

**Salary / Hours / Location:** The RNSA is supportive of flexible working hours and this role requires a negotiable core week of 25-35 hours across Monday to Friday. Holidays are also negotiable as part of the package and in the region of 25-30 days plus Public Holidays. Salary will depend on the skills / experience of the successful applicant and the agreed package of hours / holiday, but will be in the region of £14-17,000. There will be a 6 month probationary period.

The RNSA Offices are at: 10 Haslar Marina, Haslar Road, Gosport, PO12 1NU

**Starting date:** 7 Jan 20.

### **Key Functions:**

- a. Assist with RNSA's administration in all respects, including the operation of the Office, answering enquiries, managing correspondence, filing and distribution of information both electronic and paper and supporting the volunteers.
- b. Assist in the management of the membership records and the associated database.
- c. Accounts function to include the input of payments, receipts, invoices, etc. into SAGE 50 / Xero as well as reconciling accounts, undertaking stocktakes and processing of BACs reports.
- d. Administration of the RNSA 'shop', liaison with suppliers and securing discounts for the membership.
- e. Welcome, help and interact with RNSA members as required.

## **Skills required**

Essential:

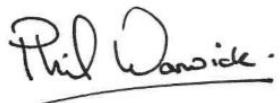
- Good inter-personal and communication skills.
- Strong work ethic with service orientated approach.
- Ability to work within small teams.
- Advanced knowledge of Microsoft software.
- AAT Level 2 or equivalent accounting skills with at least one full year's experience.
- Experience of working with SAGE/Xero.

Desirable:

- Knowledge of the Armed Forces.
- Experience of working in the charity sector.
- Ability to use social media and internet to support the Association's outputs.
- Higher levels of accounting experience.

## **Applications / Interviews**

Applications with a CV should be submitted to the Chief Executive Officer by 5 Dec 19. Interviews for those invited will be held 11-13 Dec, with announcement of the successful candidate by 17 Dec.



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Royal Naval Sailing Association

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