



BEDFORDSHIRE COUNTY GOLF UNION

Vacancy - County Secretary/Finance Manager

The County Golf Union is seeking to appoint a Secretary/Finance Manager. It is envisaged that the successful candidate will be appointed as “Designate” in late Summer 2017 to “shadow” and assist the present Acting County Secretary, and to take over no later than the 2018 AGM – perhaps earlier.

The person appointed will initially assist the Acting County Secretary whose duties currently include responsibilities for the County Golf Union’s finances, arranging and attending various meetings including preparing minutes, arranging and attending fixtures including championships, competitions and matches. The Secretary also has responsibility for course ratings, handicapping and CONGU advice, social events, publicity, maintenance of the website and the administration of the County Card.

Computer literacy is essential to include Word, Excel, and ideally, experience of a range of social media platforms including Facebook, Twitter and Instagram. A good knowledge of golf is also essential as is some experience of accounts. Working from home, the hours are flexible but will include some weekend responsibilities. Appropriate remuneration and expenses will be offered. A full job description is available from the Acting County Secretary or Vice President. Please contact either for more information and an informal discussion.

Currently the two roles – Secretary and Finance Manager – are combined, but it may well be that with sufficient interest, that they could be separated and undertaken by different people going forward.

Please apply by e-mail to the address below attaching an up to date CV and clarifying whether you are applying for the Secretary or Finance position – or both - before the closing date for applications, **11 June 2017**.

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