

Located in Plymouth, Devon, Mayflower Marina offers both permanent and visitor berthing with access to some of the most outstanding sailing and cruising areas in and around the South West coast of England. We are ideally placed for our customers to berth and enjoy their boats.

Mayflower Marina is owned and managed by Sailport PLC which was established in 1980. We are unique in that the vast majority of our shareholders are also berth holders, helping us understand and deliver a great marina for our customers.

As a marina we have all our customer’s needs covered; from fuel and gas, keyholding, shower and toilet facilities, a laundry, piece of mind about security, refuse and flare disposal to name a few. We also have the Jolly Jacks restaurant and bar on site!

We strive to make sure our customers are welcome and feel part of the “Mayflower Marina family”.

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| Role Profile: Company Secretary  Reports to: Managing Director/The Board  Hours: 35 Hours Monday- Friday with occasional Saturdays  Salary: Competitive | |
| **Role purpose:**  A diverse, rewarding role providing Company Secretary responsibilities for Sailport PLC; encompassing accounting, governance and HR elements.  You will be supporting the Managing Director in day to day tasks and reporting to the Board which includes 5 non-executive directors. | |
| **Your key relationships:**  Managing Director  Board Members  Colleagues  Shareholders  Customers | |
| **In this role you are accountable for a wide variety of accounting, governance and HR responsibilities. These include:**  Producing monthly management accounts and associated schedules  Administration of monthly Board Meetings and Members’ General Meetings  Ensuring compliance with all relevant statutory and regulatory requirements  Reporting to HMRC as required  Compiling end of year reports for use by the auditors  Completing bank reconciliation, payments and receipts  Managing the purchase and sales ledgers  Responding to shareholder enquiries  Responsible for various HR matters including payroll  Chairing of the Remuneration Committee  Managing bank receipts, payments and reconciliation  Managing supplier invoices: verifying and coding  Controlling electricity usage and fuel sales summaries  Managing petty cash payments and reconciliation  Completing RDCO Returns  Control of the fixed asset register and depreciation schedule on Sage and Excel  Ensuring the pontoon spreadsheet is kept updated  Completing annual updates of yearly spreadsheets  Completing Sage journals  Managing Havenstar maintenance  Completing sales ledger nominal activity reports  Completing berthing analysis & summaries  Managing budget set up and monthly updates  Managing cashflow set up and monthly update  Producing monthly capital expenditure update  Completing VAT Returns and dormant company returns  Managing shareholder enquiries, transfers and certificates  Completing and managing AGM Papers and Meetings  Completing annual audit schedule preparation  Complete Sage year end procedures  Managing pension and healthcare administration | **The Person specification:**  **Person qualities:**  Experience of accounts, governance and HR  Numerate and IT competent  Good oral and written communicator  Able to work under pressure and manage a fluctuating workload  Organised  Accurate and conscientious  Confident and approachable with strong interpersonal skills  Team Player with a “can do” attitude  Reliable  **Skills and Experience:**  **Essential**  Be suitably qualified to hold the post of Company Secretary of a Plc  Excellent written skills as demonstrated in your handwritten letter of application  Good working knowledge of Microsoft Office (Word, Excel, Outlook), Sage 50cloud and Sage 50 Payroll  **Desirable**  Knowledge of the marine sector  Knowledge of Havenstar  Have a ‘hands-on’ approach  Experience of Health and Safety Regulations  Experience in a customer service role  IT troubleshooting  Working knowledge of GDPR |

**Please note:** This job description outlines the key tasks and responsibilities of the position and is not exhaustive. It is subject to periodic review. It may be amended to meet the changing needs of the business. Any changes will be made in consultation with the post holder and Sailport PLC.