



ENGLAND HOCKEY

Finance Officer Job Description

Job Title:	Finance Officer
Location:	Hybrid - Bisham Abbey National Sports Centre, Buckinghamshire <i>Open to flexible arrangements but some travel to office will be required</i>
Salary:	Circa £26k (FTE)
Responsible to:	Financial Accounting Manager
Hours:	Flexible for the right candidate – either full-time or part-time (0.6)
Term:	Fixed Term Contract – 9 months

ENGLAND HOCKEY BACKGROUND

England Hockey's mission is to “**share the love of hockey and work together to make hockey more visible, relevant and accessible to all**”. The current focus for the organisation is delivery of its 5 objectives within the 2023-2028 strategic plan which can be found [here](#).

England Hockey is the National Governing Body for the sport of Hockey in England and is responsible for the management and development of the sport from grass roots to elite activities. We:

- Have a **membership** comprising clubs (750+), counties (42), and Areas (8) that affiliate to it. Approximately 160,000 individuals play in the club system, with an estimated 20,000 playing at university/colleges. C.900,000 children play at school. More than 15,000 coaches, umpires and officials are supported / developed.
- Have an **income/expenditure** of average £9m p.a. The Chief Executive is directly responsible for the operational budget but the Board, chaired by the Non-Executive Chair, approves the annual plan and budget.
- **Employ** 75 staff, and contract with approximately 50 part time consultants mostly in the performance and coaching area. Circa 50 volunteers work at national level to run the sport, with thousands more running the great bulk of grass roots hockey.
- **Are currently the ‘nominated country’ on behalf of Great Britain Hockey** to qualify and prepare the Great Britain squads for the Olympics. The England Hockey Chief Executive, Performance Director and Head Coaches represent Great Britain as well as England Hockey. There is a Great Britain President to chair the Great Britain board which meets three times a year.

ROLE SUMMARY

The Finance Officer will be responsible for the sales ledger function, ensuring that daily bank book-keeping is up-to date. In addition, they will be responsible for supporting other areas of the finance department,



contribute to internal and external audit requirements and develop and maintain strong relationships with internal and external stakeholders.

KEY RESPONSIBILITIES

A competent and strong finance officer working in collaboration with the finance team and wider directorate and taking ownership for the following areas:

- Daily bank book-keeping
- Production of all sales invoicing requests including knowledge of various VAT rates
- Monitoring of shared finance inbox to resolve queries
- Action and administer customer refunds where applicable, including telephone requests
- Be a key contact for annual affiliation process
- Credit control responsibilities and liaising with Manager on ageing debts
- To provide additional transactional support across finance function at peak times given the small size of the team
- Banking of cheques where required
- Contribute towards system developments and be open to process change
- Seasonal requirements throughout the financial year to coincide with membership window and other large events

PERSON SPECIFICATION

We are a values-based organisation with a strong ethos to work with integrity and nurture an environment of inclusion. We are looking for enthusiastic, inspirational, and highly skilled individuals who demonstrate through their behaviour the values of England Hockey:

- Collaborate inclusively
- Care for people and places
- Play with spirit, win with grace
- Resilient in everything we do

Qualifications and Experience:

- Previous finance system experience
- Knowledge of basic double-entry bookkeeping
- Excellent levels of numeracy and literacy
- Experience of managing large volumes of transactions
- Proven success of credit control responsibilities
- Good understanding of electronic payment protocols
- Knowledge of Access Financials is preferred, but not essential
- Knowledge of partial VAT exemption would be advantageous, but training would be provided
- Book-keeping qualification (AAT) would be advantageous

Qualities and Skills are likely to include:

- Strong Excel and IT skills, with the ability to manipulate multiple sources of data
- Excellent organisational skills with the ability to work to tight deadlines
- Clear and concise communication skills, both written and verbal
- Professional telephone manner
- Methodical and thorough with a good eye for detail
- A team player willing to work from own initiative
- Exceptional sense of integrity, trust and confidence
- Willingness to improve company processes as well as personal skills

This job description is not intended to be regarded as inclusive or exhaustive and will be amended in the light of the changing needs of the organisation. All employees will be expected to support our major events.



To Apply:	Please submit your CV (maximum 2 pages) with a one page covering letter by email to: careers@englandhockey.co.uk clearly identifying how your skills and experience are relevant to the requirements outlined in the job description and the unique qualities you will bring to the role. We would be pleased if you could also complete the Equality Monitoring Form – please use the following link: https://www.surveymonkey.co.uk/r/EDIMon
Closing Date:	Monday 22 nd July 2024, 5.00pm
Interview Date:	w/c 29 th July 2024 We reserve the right to interview sooner if applicant numbers are high.