



ENGLAND HOCKEY

Job Description

Financial Accounting Manager

Job Title:	Financial Accounting Manager (Maternity Cover)
Location:	Bisham Abbey National Sports Centre, Buckinghamshire / Flexible arrangements
Salary:	Circa £50k per annum (dependent on experience)
Contract:	Fixed Term (12 months)
Responsible to:	Finance and Operations Director

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 £11m 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.

Nature and Scope:

Amongst our ambitions we aim to become more digitally capable, appeal to younger generations and be more reflective of society. Therefore, England Hockey is transforming its commercial and business operations to make sure we continue to grow our game with strong foundations and appeal to our existing as well as our future members and audiences.

As part of this journey, the opportunity has arisen for a Finance professional to cover maternity leave with the ability to work operationally within the organisation to manage the day-to-day transactional activity as well as modernise and create efficiency in our financial operations.



Role Summary

- Ensure that England Hockey fulfils all statutory obligations and has sound financial controls in place
- To inspire and develop good financial processes throughout England Hockey
- To improve the end-to-end processes and systems interfacing with finance by participating in cross organisation project teams
- Manage any internal and external audits

Key Tasks and Responsibilities

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

- Month end management with an objective of delivering a tighter month-end close
- Monthly treasury management including payment cycles, cashflow monitoring, forecast and analysis, petty cash and foreign exchange transactions
- Responsible for the preparation of monthly bank reconciliation and balance sheet reconciliations
- Processing, analysis and reporting of the monthly payroll
- Processing, analysis and reporting of capital expenditure
- Managing a small transactionally focused team (Purchase and Sales Ledgers), cultivating strong relationships through weekly in person catch ups.
- Identification and reconciliation of accruals and prepayments. This requires an understanding of Exchequer and Lottery funding from government agencies.
- Ensuring all changes to statutory requirements are researched, understood, and planned ahead of implementation dates
- Maintaining strong financial controls throughout England Hockey
- Preparation of quarterly VAT returns
- Preparation for and day-to-day management of internal and external audits
- Responsible for the provision of on-site cash management at England Hockey events
- To run or assist in financial training across the business
- Support the production of monthly management accounts
- Support the analysis and reporting of funding
- To provide hands-on transactional support at peak times

Qualifications and Experience

- Accounting qualification (CIMA, ACCA etc.)
- Educated to degree level or relevant experience
- Evidence of successfully leading a transactional team
- Experience of delivering projects successfully to a multi-stakeholder environment
- Experience of developing and implementing policy and procedures
- Strong Excel and IT knowledge and experience of accounting systems (Access an advantage)
- Knowledge of partial VAT exemption would be advantageous

Skills and Abilities

- Strong people management skills with the ability to motivate team members
- Exceptional sense of integrity and trust
- Excellent sense of judgment and good risk management skills
- The ability to deliver successfully and calmly in high pressure situations
- A team player with the ability to work from own initiative
- Excellent personal organisation skills - ability to prioritise own workload and balance conflicting demands
- Effective and accurate communication skills, both written and verbal



- A confident, personable character able to help non-financial staff navigate financial concepts
- Excellent attention to detail
- Full UK Driving Licence or the means to travel to the office at Bisham at least once a week.

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: Head of People, careers@englandhockey.co.uk clearly identifying how your skills and experience are relevant to the requirements outline in the job description.
Closing Date:	Wednesday 29 th October 2025
Interview Date:	TBC