

# Job Description

## Finance Manager

<b>Job Title:</b>	<b>Finance Manager (Maternity Cover)</b>
<b>Location:</b>	<b>Bisham Abbey National Sports Centre, Buckinghamshire / Flexible arrangements</b>
<b>Salary:</b>	<b>Circa £45k per annum (dependent on experience)</b>
<b>Contract:</b>	<b>Temporary - 9–12-month maternity cover</b>
<b>Responsible to:</b>	<b>Senior Finance</b>

### 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.

### Nature and Scope:

As part of our new strategy our ambitions are 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 ensure we continue to grow our game with strong foundations and appeal to our existing as well as our future members and audiences. We recently went live with a new finance system and are in the process of embedding this within our finance team and organisation.



The Finance Manager will be responsible for managing the day-to-day transactional activity and supporting the organisation.

### **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 Manager working in collaboration with the Finance team and wider directorate, taking ownership for the following areas:

- Managing a small transactionally focused team maintaining Sales and Purchase Ledgers
- 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
- Preparation of monthly bank reconciliation
- Monthly balance sheet reconciliations
- Processing, analysis and reporting of capital expenditure
- Identification and reconciliation of accruals and prepayments. This requires an understanding of Exchequer and Lottery funding from government agencies.
- Working with Senior Finance to ensure that all changes to statutory requirements are researched, understood, and planned ahead of implementation dates
- Ensuring strong financial controls throughout England Hockey
- Preparation of quarterly VAT returns
- Preparation for and day to day management of external audits
- Facilitating or assisting in financial training across the business
- Supporting the production of monthly management accounts
- Supporting the analysis and reporting of funding
- Providing hands-on transactional support at peak times

### **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**

- Accounting qualification (CIMA, ACCA etc.) and would welcome Newly Qualified or Finalist for consideration.
- Experience of managing and motivating a small finance team
- Finance experience at manager level
- Evidence of successfully leading and motivating a transactional team
- 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

- Excellent people management, coaching and mentoring skills with a track record of delivering through people.
- Active listening skills with the ability to manage conflict and seek solutions to problems.
- Ability to motivate individuals to perform under pressure to meet deadlines.
- Exceptional sense of integrity and trust
- Excellent personal organisation skills - ability to prioritise own workload and balance conflicting demands
- Effective and accurate communication skills, both written and verbal
- Sound sense of judgment and 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
- A confident, personable character able to help non-financial staff navigate financial concepts
- Thorough and methodical in approach with excellent attention to detail

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:	<p>Please submit your CV (maximum 2 pages) with a one page covering letter by email to: Michele Townsend, Head of People: <a href="mailto:careers@englandhockey.co.uk">careers@englandhockey.co.uk</a> clearly identifying how your skills, qualities and experience are relevant to the requirements outlined in the job description.</p> <p>England Hockey is committed to opportunities for all, please complete the equality monitoring form, which is separate to your application: <a href="https://www.surveymonkey.co.uk/r/EDIMon">https://www.surveymonkey.co.uk/r/EDIMon</a></p> <p>If you require any assistance with your application or any other part of the recruitment process, please email <a href="mailto:careers@englandhockey.co.uk">careers@englandhockey.co.uk</a></p>
<b>Closing Date:</b>	Monday 26 <sup>th</sup> August at 5.00pm
<b>Interview Date:</b>	TBC