

**JOB TITLE:** CHARITIES FINANCE MANAGER  
LAWN TENNIS ASSOCIATION

**RESPONSIBLE TO:** Head of Finance

**LOCATION:** THE NATIONAL TENNIS CENTRE, ROEHAMPTON

**SALARY:** £42,500-£46,750pa (dependent on experience & based on 30 hpw part-time working pattern; hours to be agreed across either 4 or 5 days pw)

## Overall Purpose of the Role

To be responsible for the financial management and financial reporting of the Tennis Foundation (TF) and LTA Trust ensuring the production of high quality, relevant and timely financial information. To ensure the integrity of internal controls and all statutory and regulatory requirements and deadlines are achieved.

## Key Accountabilities

- To support the CEO, managers and colleagues of the TF in operational business planning process, preparing budgets and forecasts and associated commentary, modelling and measuring returns on investment.
- To ensure the year end audit is undertaken on a timely and professional basis being the point of contact for the auditors.
- To manage the production of the statutory accounts for both the TF and LTA Trust and to ensure any statutory deadlines are achieved.
- To produce monthly management accounts, reports and analysis as required including monthly balance sheet and cashflow for the TF.
- To attend Board Meetings of the TF and provide an update on the financial position and any other financial or tax matters.
- To work closely with the Finance Director and Head of Finance to optimise the tax position of the TF and LTA Trust and to ensure aligned with the tax planning strategy of the LTA.
- To work with the Financial Accountant to ensure VAT returns are accurately submitted to deadline for both charities.
- To attend and participate in department / management meetings as required and present or explain finance matters in a clear and concise way.
- To work with the Financial Accountant to ensure the internal controls of the TF and LTA Trust operate with best practice.
- To maximise the working capital management of the charities ensuring effective management of debtors and creditors.
- To identify areas for continual improvement, taking the lead with introducing better working practices or processes to ensure the finance team provides an effective service to the charities.
- To support the charities in providing inductions to new trustees.
- To provide bespoke finance training to TF colleagues to ensure their financial knowledge is relevant.
- To identify opportunities and risks to budgets and forecasts for the Executive(s) and Head of Finance for inclusion in presentation to the Executive and Board.
- To manage the integrity and effectiveness of internal controls.

- To meet with the Executive members on a monthly basis (and more frequently if required) to review financials and take ownership of key actions.
- To coordinate, manage and provide high quality accurate and timely financial analysis.
- To provide support and / or lead on business projects as required by the charities
- To respond to colleague and external stakeholder queries in a professional and timely manner.
- To maintain effective relationships with colleagues across the Charities, whilst operating as a central finance resource.
- To be an active, fully engaged, challenging but proactive member of the Finance team, who always puts our customer needs at the centre of everything that we do.
- To act as a representative of the Finance department in internal and external meetings as appropriate.

## Person Specification

### Qualifications & Experience

- ACCA, CIMA, ACA qualified, at least 6 years post qualification experience.
- Educated to Degree level (or equivalent professional qualification) is desirable.
- Proven track record of working in a senior management role.
- Experience of working with Executive and Board level executives on a regular basis..
- Experience of cross-organisational working, including leading and supporting projects and operational plans.
- Excellent commercial experience and knowledge of budgeting, forecasting and sound knowledge of financial controls.

### Knowledge & Skills

- Excellent knowledge on all aspects of management accounting, statutory accounts analysis and reporting at a senior level.
- Strong commercial, analytical and reporting skills.
- Ability to communicate and present financial matters effectively to non-finance managers.
- Advanced working knowledge of Microsoft Office, in particular Excel, Word and Powerpoint
- Strong organisation, prioritisation, team working and time management skills with a high level of attention to detail.
- Exceptional personal communication and presentational skills to quickly establish credibility and confidence with people at all levels.
- Ability to understand the context of a Charities client group and use this understanding to provide expert and pragmatic support.
- Resilience to ensure that the correct level of focus is given to move things forward at pace.
- Confident manner, genuine passion for excellent customer service.
- Evidence of recent CPD.
- A satisfactory DBS disclosure.