

## About us

We are a leading sport education and training provider, proudly serving the sport and physical activity sector since 2002. Our work is delivered through two organisations: **Sport Structures Limited** and **Sport Structures Community Interest Company (CIC)**. Together, we share a commitment to excellence, with the CIC reinvesting back into sport to create lasting impact. We are a company with a strong social conscience, driven by a clear vision:

*Transform sport and physical activity through empowering and inspiring people.*

We collaborate with a wide range of partners, including National Sport Organisations, National Governing Bodies, Active Partnerships, Community Foundations, and educational institutions. Our training supports individuals at every stage of their journey—apprentices, volunteers, coaches, and the professional workforce.

Over the years, we've delivered [landmark projects](#) that have shaped us as an organisation and we are proud to have won a [number of awards](#) over the years. Our mission is to:

*Provide solutions that add value and drive positive change, reflecting the diverse needs of sport and physical activity.*

Our values guide everything we do—both within our team and in our partnerships:

- **Passion**
- **Integrity**
- **Excellence**
- **Togetherness**

## Job summary and scope

We are looking for a proactive and detail-oriented Finance Assistant to support our day to day financial operations. The role will involve maintaining sales and purchase ledgers, processing financial transactions, supporting credit control activities, maintaining accurate financial records, and assisting with financial reporting and cash flow monitoring.

The role is ideal for someone with strong organisational and numeracy skills, excellent attention to detail, and the ability to manage their workload effectively while working

independently and as part of a team. If you take pride in accuracy, enjoy working with financial information, and are committed to delivering excellent service, we would love to hear from you.

<b>Job title:</b>	Finance Assistant
<b>Position type:</b>	Permanent
<b>Salary:</b>	£26,000–£28,500 FTE (£15,600–£17,100 pro rata for 22.5 hours per week), dependent on experience.
<b>Hours of working:</b>	Part time (22.5 hours a week)
<b>Working arrangements</b>	Home-based with flexible working arrangements. We support flexibility in how hours are worked, subject to business requirements.
<b>Persons responsible to:</b>	Chief Executive Officer
<b>Location:</b>	Remote / Home based
<b>Travel</b>	The postholder will be required to attend monthly collaboration days held in the West Midlands and quarterly staff meetings.
<b>Benefits:</b>	Access to ongoing professional development opportunities provided by Sport Structures
<b>Special conditions</b>	Occasional attendance at meetings or events outside normal office hours.  Casual car-user allowance for business-related travel only.
<b>Job closing date:</b>	Monday 22 <sup>nd</sup> June 2026
<b>Interview date:</b>	Friday 26 <sup>th</sup> June 2026

#### **Duties and Responsibilities:**

- 1 Maintain accurate sales ledgers across all company entities using Xero, including managing customer accounts, raising and processing invoices, recording receipts, issuing statements, undertaking credit control activities, and working with Senior Managers and Directors to recover outstanding debts.
- 2 Maintain accurate purchase ledgers across all company entities using Xero,

- including managing supplier accounts, processing purchase invoices, preparing payment runs for approval, and recording payments in a timely and accurate manner.
- 3 Prepare and maintain weekly cash flow forecasts, monitoring cash balances and highlighting any risks or variances to management.
  - 4 Support the preparation of monthly management accounts through undertaking bank reconciliations, processing financial transactions, maintaining accurate financial records within Xero, and providing information to the Senior Leadership Team and external accountants as required
  - 5 Administer and monitor the organisation's coding and purchase order systems, ensuring all expenditure is appropriately authorised, coded, and processed in accordance with company procedures.
  - 6 Identify opportunities to improve financial processes, systems, controls, and reporting, contributing to the ongoing development and implementation of best practice financial management.
  - 7 Maintain effective relationships with suppliers, resolving invoice, payment and account queries in a timely and professional manner
  - 8 Ensure accurate financial records are maintained for all income and expenditure associated with the organisation's products and services, using the online booking system to monitor payments, reconcile transactions, and process refunds where appropriate.
  - 9 Provide a high standard of customer service by responding to finance-related enquiries via telephone, email, and other communication channels in a professional and timely manner.
  - 10 Maintain organisational business trackers and financial records, ensuring invoice numbers, payment dates, and transaction statuses are accurately recorded and regularly updated.
  - 11 Verify and maintain employer banking information to facilitate the accurate processing of apprenticeship employer incentive payments.
  - 12 Administer payment plans, including setting up agreements, monitoring payments received, following up overdue instalments, and maintaining accurate records.
  - 13 Maintain learner payment records, ensuring education and training trackers are updated to reflect payments received and outstanding balances.
  - 14 Support the wider business with financial administration, reporting, and

compliance activities as required.

- 15 Training and development: To undertake appropriate training and development opportunities
- 16 Equality and diversity: To promote equality, diversity and social inclusion issues throughout all of Sport Structures work promoting a positive approach to the work environment and partner relationships. To personally act as an exemplar on these issues.
- 17 Health and safety: To ensure the health, safety and welfare of employees and the public by complying with the appropriate health and safety policies, organisations and arrangements and the employment of safe working practices and risk assessment and management and to comply with the No Smoking policy.
- 18 Other duties: To undertake other duties, as appropriate, to achieve the objectives of the post, and to assist the organisation in the fulfilment of its overall objectives, commensurate with the post holders salary, grade, abilities and aptitude.

## Person Specification

We are looking for a proactive and organised Finance Assistant who is committed to accuracy, professionalism, and excellent service. The successful candidate will demonstrate strong attention to detail, integrity, and the ability to build positive relationships with colleagues, customers, and suppliers. You should be able to demonstrate the following qualities, skills, and experience:

	<b>Qualifications and Experience</b>	<b>Essential (E) Desirable (D)</b>
1.	AAT Level 3 or above (or equivalent finance qualification) or significant relevant finance experience. Working towards a professional finance qualification (AAT/ATT/ACCA/CIMA) is desirable	E
2.	Good standard of education including GCSE Maths and English (or equivalent).	E
3.	Experience of sales ledger, purchase ledger and credit control processes	E
4.	Experience working flexibly within a small team, building strong day-to-day relationships with colleagues.	E
5.	Experience of preparing bank reconciliations and supporting the production of monthly management accounts	E
6.	Experience of cash flow monitoring and financial reporting	D
7.	Experience of working with multiple cost centres, departments or legal entities	D
8.	Competent working knowledge of Microsoft 365 applications, with the ability to use Excel to analyse and manage financial information.	E
9.	Experience of using Xero or similar accounting software	E
	<b>Skills &amp; Abilities</b>	
10.	High level of accuracy and attention to detail when processing financial transactions and maintaining records	E
11.	Strong organisational skills, with the ability to plan, prioritise, and manage multiple tasks effectively	E
12.	Ability to analyse financial information, identify discrepancies and resolve issues proactively	E
13.	Excellent numeracy skills with the ability to analyse and present statistical information with confidence	E

14.	Strong interpersonal and communication skills, with the ability to work effectively with colleagues, customers, suppliers and other stakeholders	E
15.	Ability to contribute positively when working as part of a team, whilst also working autonomously where required	E
16.	Ability to build positive working relationships with customers, suppliers and internal stakeholders	E
<b>Knowledge &amp; Understanding</b>		
17.	Understanding of financial controls and the importance of maintaining accurate financial records	E
18.	Knowledge of VAT and basic accounting principles	D
<b>Personal Attributes</b>		
19.	Integrity and reliability, including the ability to work confidentially and maintain professional standards.	E
20.	Demonstrates a proactive approach to identifying improvements and solving problems	E
21.	Commitment to continuous professional development, staying up to date with industry trends and best practice.	E
22.	Willingness and ability to travel to monthly collaboration days, quarterly staff meetings, and other business meetings as required	D
23.	Positive and professional approach, demonstrating motivation, initiative, and pride in delivering high-quality work.	E

The interview panel will assess candidates against the criteria outlined in the person specification, prioritising elements relevant to the role. We are committed to providing equal opportunities for all applicants and aim to build a diverse and inclusive workforce. Applications are welcomed from all suitably qualified individuals. A copy of our Equality and Diversity Policy can be found on [our website](#).

The successful applicant will need a clear DBS certificate and will have responsibility for safeguarding children and vulnerable adults in line with our policies.

Please apply, please submit:

- A completed job application form (available on our website)
- A CV (maximum 2 pages) including details of at least two referees
- A one-page covering letter explaining how your skills, knowledge, and experience meet the role requirements

Please note that applications submitted without all of the above documents will not be considered.

Applications should be submitted to: [HR@sportstructures.com](mailto:HR@sportstructures.com)

**Sport Structures**, Sport Structures, PO BOX 10047, Hinckley, LE10 9HS

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