



Cornwall Cricket



Role: Finance Manager

Terms: This appointment is on a part time basis (2 days a week)

Responsible to: Chief Executive Officer

Salary: £25.00per hour

Place of Work: Cornwall Cricket Centre, Truro / Hybrid

Cornwall Cricket is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safe recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

Cornwall Cricket Board is the recreational governing body of cricket in Cornwall and currently a Ltd Company by guarantee. Cornwall Cricket Board will be working towards changing its governance to become a Charitable Company. We aim to have this governance change within the next four months and are in the application phase.

Role Overview

The Finance Manager will be responsible for the oversight, control, investigation, internal and external reporting of the organisation's financial operations.

Roles and Responsibilities

Reporting directly to the Chief Executive Officer the Finance Manager will ensure the smooth running of finance operations. The Finance Manager will ensure that effective methods are put in place ensuring that all employees and company processes run to maximum efficiency and to cover the finance duties when required.

The Finance Manager roles and responsibilities will include (but not exhaustive):

- Responsible for the administration of bank accounts, including payroll, liaising with the bank on banking matters.
- Management of Xero and reconciliations within Xero.
- Liaison with external accountants regarding payroll matters, and data entries into a portal used by outsourced payroll provider.
- Balance sheet management
 - accruals, pre-payments, deferred and accrued income on a monthly basis.
 - maintain fixed asset register
- Recording and tracking of donations against restricted funds (Foundation)
- Ensure the organisation's financial processes and controls are properly deployed, and make enhancements as required.
- Determine reporting needs at a team, Board and external level.
- Manage a chart of accounts and hierarchies to fit reporting needs
- Lead on the preparation of the management accounts, including P&L, balance sheets and cash flow for the team and meetings of the Board of Trustees.
- Preparing annual and long-term budgets, monitoring actual performance against forecasts for the budget.
- Implement a finance deck for the Trustee meetings.
- Ad Hoc information requests and investigation, needed by the team, management or Board of Trustees.
- Liaise with the external accountants, providing them with the information necessary for the annual independent examination and preparation of financial statements, including;
 - Schedules of accruals, prepayments, accrued and deferred income
 - Fixed asset register and depreciation workings
 - Schedule of movements on restricted funds for the year
 - Donations and payments for the year
 - Schedule of debtors and creditors
 - Cashflow statement
 - Four year forecast



Cornwall Cricket



- Manage key relationships with accountants and HMRC
- Together with the auditors manage the annual financial reporting cycle to Companies House and the Charities Commission.

Preferred skills, knowledge and behaviours:

Essential:

- Proven experience of working in a Finance Office
- Proven expertise with computerised accounts systems
- Efficient office administration and providing support to the staff and Board of Trustees
- Charities Commission and Companies House requirements
- Highly proficient computer skills including in-depth knowledge of Excel and major Microsoft programs
- AAT Level 2 (minimum), GCSE English and Mathematics or equivalent
- Good editing, data collection, record keeping with extensive investigation skill set

Desirable:

- Knowledge of the cricket landscape within Cornwall
- Expertise with XERO and IRIS Payroll or similar systems

Additional Requirements

- Valid driving licence
- Be subject to an advanced disclosure barring service check
- Have a good understanding of safeguarding, policies and practices
- Competent using Xero and Google

Key Relationships

- Cornwall Cricket Board/Board of Trustees
- Chief Executive Officer
- Professional and casual Staff
- ECB
- HMRC
- Auditors

SUPERVISION AND WORK PLANNING:

You will have office space available to you at The Cornwall Cricket Centre, College Road, Truro, Cornwall, TR1 3XX. However, you will also have the ability to work in a hybrid manner, but there would be an expectation to access the office occasionally to meet the team members and hold meetings.

You will normally be expected to complete 15 hours in a week. The normal working day would be between 9:00am and 5:30pm.

Cornwall Cricket Board is committed to safeguarding and promoting the safeguarding of children and young people and expects all staff and volunteers to share this commitment. As part of our safer recruitment process all roles are subject to an enhanced or standard DBS check (as appropriate to the role) and two satisfactory references. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

Cornwall Cricket Board is committed to being an Equal Opportunities Employer.