



## CRICKET WALES

### Finance Officer

#### JOB DESCRIPTION

- Job Title:** Finance Officer (Part-Time 2.5 days PW - Fixed Term 12 months)
- Reporting to:** Cricket Wales Chief Executive Officer
- Remuneration:** £25,000 to £28,000 pro rata per annum plus fantastic benefits
- Main Office Location:** Sophia Gardens, Cardiff (Flexible, we will accommodate individual needs)
- Closing date:** **Friday 28<sup>th</sup> February 2025**

#### About the Role

##### Job Purpose:

The Finance Officer will manage the day-to-day financial operations of Cricket Wales, ensuring all financial processes run smoothly and accurately. The role will be responsible for preparing financial statements, supporting the annual audit, and monitoring performance against the annual budget. This is a pivotal role within the organisation, contributing to the financial health of Cricket Wales as it continues to expand its impact across Wales.

##### Key Responsibilities:

1. **Financial Management:**
  - Oversee the financial operations of Cricket Wales, ensuring all cash flow transactions are handled accurately and efficiently.
  - Ensure compliance with financial regulations and best practices.
  - Financial Forecasting
2. **Accounting & Reporting:**
  - Prepare monthly financial statements using Xero Accounting software.
  - Provide timely and accurate financial reports for the Board and Senior Management Team (SLT) to support decision-making.
  - Assist with the annual audit of accounts, ensuring all relevant documentation and financial records are available.
3. **Budgeting:**
  - Prepare the annual budget in collaboration with the CEO and SLT, ensuring alignment with strategic priorities.

- Monitor actual performance against the budget throughout the year and provide regular updates to management.
- 4. **Payroll:**
  - Oversee the payroll process, which is outsourced to external accountants, ensuring timely and accurate payments.
- 5. **Process Improvement:**
  - Continuously evaluate and improve financial practices and procedures to ensure efficient and effective operations.
  - Implement financial controls and identify opportunities for cost savings or improved financial performance.

#### **Key Skills Required:**

- **Financial Management Experience:** Demonstrated experience in financial management, with a strong understanding of accounting principles and practices.
- **Xero Accounting Software Expertise:** Experience with Xero or similar accounting software is essential to prepare reports and manage accounts effectively.
- **Organisational & IT Skills:** Excellent organisational skills and the ability to manage multiple tasks efficiently. Proficiency in Microsoft Office and other IT systems.
- **Communication Skills:** Outstanding written and verbal communication skills, with the ability to present financial information clearly to non-financial stakeholders.
- **Customer Service:** Commitment to delivering excellent customer service to both internal teams and external stakeholders.
- **Team Player:** Ability to work collaboratively within a small, dynamic team, and flexibility to adapt to changing priorities.

#### **Working Environment:**

Cricket Wales offers a supportive, values-driven work environment that fosters collaboration, innovation, and personal growth. The successful candidate will be joining at an exciting time as Cricket Wales continues to grow, expanding cricket participation across the country.

#### **Additional Information:**

- The Finance Officer may be required to attend occasional events and meetings across Wales.
- The role offers the flexibility of remote working, with opportunities to attend in-person meetings as needed.