



Gloucestershire Cricket Foundation

Finance & Administration Officer

Part-time – 22.5-hour flexible working week (open to discuss full-time opportunities)

Salary: £26,500 pro-rata, plus benefits

Free BS7 Gym & Gloucestershire County Cricket Club Memberships + Pension contribution + 45p business mileage rate + 20 days holiday (plus Bank Holidays and 2-week Christmas break) + other benefits.

The [Gloucestershire Cricket Foundation](https://www.gloucestershirecricketfoundation.org) is responsible for all recreational and community cricket in Gloucestershire and Bristol. Our mission is to improve lives through the power of cricket by getting bats and balls into more people's hands. We aim to achieve this by creating, developing and delivering fun, safe, inclusive cricket activities for people of all abilities and backgrounds.

The Role

We are looking to recruit a proactive and highly organised Officer to support the smooth running of our programmes, finances and daily operations. This is an exciting opportunity to join a passionate and community-focused organisation making a real impact through sport. Working as part of a friendly and supportive team, you will provide essential finance and administration support across the Foundation.

Key responsibilities will include:

- Processing invoices, payments and financial records
- Supporting budgeting and financial reporting
- Managing programme administration and monitoring data
- Supporting funding claims and compliance processes
- Maintaining databases and accurate records
- Assisting with meetings, events and office administration
- Acting as a professional first point of contact for stakeholders and partners

We are looking for an organised and proactive individual with experience in finance, bookkeeping and/or administration, who has excellent attention to detail and strong IT and communication skills. The successful candidate will be able to prioritise workload effectively, work independently and manage a varied range of tasks in a busy environment.

We are seeking someone who enjoys working within a community or charity-focused organisation and who shares our passion for inclusion, participation and the positive impact of community sport. Experience using finance software such as Xero, Sage or QuickBooks would be an advantage.

To apply, please complete the [ONLINE APPLICATION FORM](#) and send your CV to steve.silk@gloucestershirecricketfoundation.org

Without completing both elements, applications will not be considered.

- The deadline to apply is Sunday 21st June, at midnight.
- Shortlisting will take place during the week commencing Monday, 22nd June, and contact will be made with all applicants by close of play on Wednesday, 24th June.
- The interview date is TBC, but will be during the week of Monday, 29th June.

www.gloucestershirecricketfoundation.org

