



Gloucestershire Cricket Foundation

Finance & Administration Officer – Job Description

Role:	Finance & Administration Officer
Organisation:	Gloucestershire Cricket Foundation
Contract:	Permanent, Part-Time (22.5 hours a week) or open to discuss full-time opportunities
Responsible to:	Chief Executive Officer
Salary:	£26,500 pro-rata, plus benefits

Benefits include: Free Gym & Gloucestershire County Cricket Club Memberships + Auto-enrolment pension + 45p business mileage rate + 20 days holiday (+ Bank Holidays and 2-week Christmas break) + other benefits.

Safeguarding Statement

The Gloucestershire Cricket Foundation is committed to safeguarding and promoting the welfare of all children, young people and adults at risk with whom we work. As such, all posts are subject to a safer 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 practices across our services.

Job purpose and focus

Gloucestershire Cricket Foundation is delivering an ambitious strategy to grow and strengthen recreational cricket across Gloucestershire and Bristol. Through programmes in schools, clubs and communities, we aim to create more opportunities for people of all ages and backgrounds to engage with cricket throughout the year.

The Finance & Administration Officer will play an important role in supporting the Foundation's work by providing high-quality finance, payroll and administrative support. The postholder will help ensure effective financial processes, accurate record-keeping and efficient administration across programmes and projects.

Finance Responsibilities

- Process invoices, payments, expenses and monitor income
- Maintain accurate financial records, reconciliations and filing systems
- Support budgeting, financial reporting, audits and funding claims
- Liaise with suppliers, staff and partners regarding finance queries
- Assist with payroll administration and ensure compliance with financial procedures and policies
- Assist the CEO and Chair of the Finance, Risk, Audit and Governance Committee (FRAG)

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Supervision and work planning

The Finance and Administration Officer will be employed by Gloucestershire Cricket Foundation (GCF) and line managed by the Chief Executive. The role will be primarily based at the Gloucestershire Cricket Foundation office at Seat Unique Stadium, Nevil Road, Bristol, BS7 9EJ, with opportunities for hybrid working and occasional travel across Gloucestershire and Bristol.

The role is contracted at 22.5 hours per week and can be worked flexibly across the week, subject to agreement. Examples of work patterns could be:

- 5 days of 4.5 hours; or
- 3 days of 7.5 hours.

Depending upon the person, and the skills that person may bring, there is the opportunity to make the role full-time, but this is not essential.

Normal working hours will usually fall between 9:00am and 5:30pm.

The post holder will be required to carry out their duties at such times and on such days that are most effective to perform the responsibilities of the position.

The successful candidate will be required to undertake an enhanced DBS check and hold a full UK driving licence with access to a vehicle.

General

This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by the Gloucestershire Cricket Foundation.

All applicants must provide evidence to demonstrate that they have the Right to Work in the UK; sponsorship for overseas employees cannot be provided for this role.

Gloucestershire Cricket Foundation is committed to equality, diversity and inclusion and welcomes applications from all sections of the community

To apply, please complete the **ONLINE APPLICATION FORM** and send your CV to steve.silk@gloucestershirecricketfoundation.org

Applications will only be considered where both the application form and CV have been submitted.

- 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.

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