

Finance and Administration Officer

Cricket Scotland

Cricket Scotland is the governing body for the game at both performance and participation levels throughout Scotland. Our vision is to inspire Scotland to choose cricket and we do that by supporting the different forms of the game within communities, schools and at over 130 clubs throughout the country.

Cricket has always had a reputation as a diverse and inclusive sport and building on this is a key area of focus for Cricket Scotland. We welcome applications from people of all backgrounds and communities to ensure that Cricket Scotland best represents those who are passionate about the game.

We particularly encourage applications from women, disabled people and those from ethnically and culturally diverse communities – both of whom are currently under-represented within Cricket Scotland.

Cricket Scotland is based at the National Cricket Academy, The Mary Erskine School, Edinburgh, EH4 3NT. This role would be a hybrid of working from home and being in the office. We are happy to consider and discuss all job share and flexible working requests.

The Role

This is a full time role as the Finance and Administrative Officer for Cricket Scotland. As part of the Finance and Administration team you will provide support primarily to the Head of Finance as well as several Cricket Scotland departments.

This will principally involve processing financial data on Sage 50, managing expense claims, and collating the data for grant funding requirements.

There is also an opportunity to develop new standards and practices in both the financial tasks and the administrative projects.

The ideal candidate will be enthusiastic, motivated and have a positive attitude. They will have the ability to work both individually and as part of a team. In addition, they should have strong communication and presentation skills and the ability to work with various individuals ranging from the local volunteers to the CEO.

There is no requirement to have any previous knowledge or experience of cricket to excel in this role.

Key Responsibilities

Finance

- Purchase invoice preparation and posting
- Collation of payment runs
- Post bank payments
- Post bank receipts
- Sales invoices
- Monthly bank reconciliations
- Credit card confirmations
- Expense collation and processing
- Grant fund reporting
- VAT returns

Administration

- Safeguarding – managing the Protecting Vulnerable Groups process
- Equality, Diversity and Inclusion – maintaining staff data base, attending and minuting meetings
- ICC – annually coordinating collation of data for submission to ICC Europe
- Events - provide support for annual events across Cricket Scotland
- Cricket Scotland Board and Council – attending and minuting meetings
- Supporters – maintain database and communicating with the Cricket Scotland members and patrons

Working Relationships

- Head of Finance and Administration
- CEO
- Senior Leadership Team; Head of Operations, Head of Development, Head of Performance, Director of Performance
- Regional Associations, Junior Development Groups, Clubs and Schools
- Cricket Scotland Board and Council
- Equality Delivery Group
- International Cricket Council Europe
- **Sportscotland**
- England Cricket Board

Knowledge and Experience

The successful candidate should have the following skills, education, and experience:

Experience	Essential	<ul style="list-style-type: none"> • Previous experience of working in a financial or administrative role; • Proven experience of working effectively in a team; • Ability to work independently, to use initiative and prioritise own work; • Experience of collating and maintaining databases; • Excellent proficiency in Microsoft office systems; • Demonstrated ability to learn new skills rapidly and adapt to change; • Excellent communication skills, both written and verbal; • Must be strong numerically and have excellent attention to detail and accuracy; • Knowledge of computerised accounting packages; • Being discrete, trustworthy and reliable; • Ability to multitask and prioritise work to meet deadlines
Experience	Desirable	<ul style="list-style-type: none"> • Previous use of Sage 50 Accounts; • Finance Qualification; • Knowledge of finance processes – Month end, year end and annual audit; • Experience in dealing with Departmental mail; • Knowledge of BACs Payment Runs/Faster Payments and Direct Debits. • Ability to process billing through purchase ledger; • Allocation and coding of payments; • Experience in producing bank reconciliations.
Job-Related Requirements	Essential	<ul style="list-style-type: none"> • Based in Scotland; • A visa that allows you to undertake this form of employment in the UK (Cricket Scotland will not support applicants in obtaining visas, applicants must already have the correct paperwork in place before starting in the role).

Remuneration

There is an annual salary of £22,000 (subject to income tax and national insurance deductions). This will be increased after a successful probationary period. The successful applicant will also be enrolled in the Cricket Scotland pension scheme.

Job share:

We are pleased to offer this role as a potential job share. The split of tasks would be between Financial Officer and Administrative Officer roles. The task split is as per the financial and administrative key responsibilities above. If there is a job share the salary stated in the remuneration section will split in line with working hours.

If you would like to register an interest in a job share, please state which Officer role you would prefer when sending in your application.

Applications without the necessary job-related requirements stated above will not advance to the interview stage.

Contact and applications:

Applications to be sent with your CV and a covering letter to applications@cricketscotland.com. The closing date for applications is the **6th June 2022**.

Please note that we will not be able to reply to every application for the role. If you do not receive an invitation to interview by **8th June 2022**, then we have deemed that you are not a suitable candidate for the role.

Please note successful candidates will be required to live in Scotland and be able to work in the UK and have a Visa that allows the candidate to undertake this form of employment in the UK.

Cricket Scotland is strongly committed to the promotion of equality and diversity in its employment practices, and to make its services as accessible as possible.

As part of our work to achieve these goals, we need to collect personal data which will be handled in the strictest confidence and will only be used for statistical monitoring purposes. We would encourage you to complete our equality monitoring form which can be found [HERE](#).

Interviews for suitable candidates may take place before the closing date.