

EMPLOYMENT APPLICATION PACK:

Finance Administrator



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Finance Administrator

Salary: circa £20,000 per annum plus Study Costs

Contract: Full Time July 2022 – June 2024 (subject to renewal)

What is the role?

We are looking for a passionate and dedicated Finance Administrator to join Hampshire FA's Finance Team, to assist the Finance Director.

What will you do?

- You will support the Finance Director with day to day financial matters
- You will be responsible for ensuring income and expenditure is recorded on Xero and preparing suppliers for payment.
- You will update and maintain the Fixed Asset Register
- You will be responsible for preparing the quarterly prepayments and accruals schedules
- You will assist the Finance Director with the quarterly management accounts which are presented to the Board of Directors

What do you need?

- The ambition to work in finance
- Experience on Xero would be an advantage but not mandatory

Applications by 26 June

2022:

To apply, complete the online application form. Interviews will take place w/c 4 July 2022

Access the form by scanning this QR code with a smartphone:



Or via :

<https://forms.office.com/r/Tw8zPv9wRb>

APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and should this be required please contact us to advise of your requirements.

Please complete the application form by clicking [here](#).

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

Please complete the equality monitoring form by clicking [here](#).

Hampshire FA are committed to **safeguarding children and adults at risk**. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through the FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Key Dates:

Application Closing date – **26 June 2022**

Interviews dates – **From 4 July 2022**



FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

Job title	Finance Administrator
Reports to	Operations Manager
Job purpose(s)	<ul style="list-style-type: none"> To support The Finance Department To support the Finance Director
Location	Winklebury Football Complex, Basingstoke RG23 8BF (Hybrid Working Policy currently in operation providing mix of office/remote working - subject to ongoing review)
Working hours	38.75 hours a week, occasional evening/weekend work required
Contract type	Initial full-time contract from July 2022 - 30th June 2024 (Further extension subject to funding renewal)
Salary	Circa £20,000 per annum plus study

Roles & Responsibilities:

Representing Hampshire FA	<ul style="list-style-type: none"> Actively deliver against Company Values and Behaviours and the Customer Charter Actively support the challenging of all forms of discrimination in football
Operational	<ul style="list-style-type: none"> Support the Hampshire FA Finance Director Work in partnership with the other departments to ensure all income and expenditure is recorded Maintain effective data protection and handling of sensitive information Utilise the FA IT systems Take payments from customers as and when required on and offline Invoice customers as necessary as required by business procedures Assist other Hampshire FA departments on occasional basis.
Equality, Diversity & Inclusion	<ul style="list-style-type: none"> Ensure that the activity of Hampshire FA is inclusive, diverse and reflective of local communities Work closely with the Disability Development Officer to promote a positive playing environment across disability participation
People	<ul style="list-style-type: none"> Maintain strong links with key FA Staff As necessary, provide the CEO and Finance Director with any reports they require
Finance	<ul style="list-style-type: none"> Liaise with the Finance Director to manage budgets or areas of our Business Strategy and adhere to Hampshire FA finance protocols, processing payments and invoices as required



Skills

Knowledge/Experience

Essential (Required to fulfil role)	<ul style="list-style-type: none"> • Outstanding team working, organisational skills and ability to work independently • Exceptional communication, interpersonal and influencing skills, ability to provide excellent customer service • Capacity to handle confidential data/information sensitively • Ability to promote good financial practice • Effective prioritisation and time-management skills • Competent in the use of IT, ability to use Microsoft Office applications (word, excel, outlook, Powerpoint) and to adapt to use modern technology and champion new IT programmes 	<ul style="list-style-type: none"> • No previous knowledge of finance or accountancy is necessary. • We are looking for someone who has the desire to progress in finance and wishes to learn.
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HFA Values

Expected Behaviours

PROGRESSIVE	<ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure. • Questions the way things are done and takes informed risks. • Continuously seeks to improve efficiency and performance.
RESPECTFUL	<ul style="list-style-type: none"> • Maintains people's self-esteem when interacting with them. • Avoids pre-judgement when listening to suggestions from others. • Seizes the opportunity to apply Hampshire FA standards at all times.
INCLUSIVE	<ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working.
DETERMINED	<ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal. • Remains focused on seeing agreed goals through to completion taking pride in their work. • Maintains motivation for their team and themselves.
EXCELLENT	<ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times. • Can be committed to achieve a standard that others consider impossible. • Supports others to go further and achieve more.

Application Deadline:	26 June 2022
Interviews to be held (format TBC):	Week Commencing 4 th July 2022



SUPPORTING INFORMATION

Hampshire FA Vision, Mission & Values

Vision

Using the power of **football** to build a better future for all communities in **Hampshire**.

Mission

Set strong foundations for all of Hampshire football to **Recover** stronger by enabling & supporting a bespoke Hampshire FA workforce.

Deliver an expanding network of **Hub Sites**, connected with & fully engaging their local communities.

Put **Youth Engagement** at the centre of all delivery & ensure young people are heard, safeguarded & empowered to influence the future.

Re-invigorate **Equality, Diversity & Inclusion** through new IAG/local engagement structure & governance standards.

Undertake a full business **Culture** review to embed inclusivity, safeguarding & quality community service throughout all we do.

Values

Progressive - Respect - Inclusion - Determined - Excellence

