

## ITF ROLE OVERVIEW

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| <b>JOB TITLE:</b>    | Management Accountant        |
| <b>DEPARTMENT:</b>   | Finance & Administration     |
| <b>REPORTING TO:</b> | Senior Finance Manager       |
| <b>LOCATION:</b>     | Roehampton, Southwest London |

We currently work to a hybrid model requiring a mandatory minimum of 3 days per week working in the office based in Roehampton, London and as part of this, Mondays and Tuesdays are 'anchor days' where all staff are obliged to work from the office.

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**International Tennis Federation (ITF) is the world governing body of tennis.** Founded in 1913, its purpose is to ensure the long-term growth and sustainability of the sport, delivering tennis for future generations in association with its 213 member nations. The ITF oversees the rules and regulations that govern international and national competition.

The ITF is responsible for the worldwide development of tennis through its highly regarded Development Programme, its Science and Technical department which monitors equipment and technology, and its Officiating department which oversees the education and advancement of officials. The ITF organises over 1,500 weeks of men's, women's and junior tournaments on the ITF World Tennis Tour, , ITF Beach Tennis Tour, UNIQLO Wheelchair Tennis Tour and the ITF Masters Circuit. The ITF is the owner and rightsholder of the two largest annual international team competitions in tennis, Davis Cup and Billie Jean King Cup by Gainbridge and manages the Olympic Tennis Event on behalf of the IOC. The ITF upholds the highest standards of integrity and manages the Tennis Anti-Doping Programme on behalf of the sport and is a partner in the International Tennis Integrity Agency.

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### Overview of Department:

The Finance department is responsible for the efficient and accurate processing, recording and reporting of all financial transactions related to ITF Limited and ITF Licensing (UK) Ltd. The team is responsible for ensuring that all financial transactions are completed in line with ITF policies and procedures. The Finance team is a small, efficient and friendly team. This role has a high level of contact with other departments in the ITF and is therefore crucial to the reputation of Finance within the organisation.

### The Role:

The Management Accountant assists with all aspects of accounting, including general accounting activities, financial analysis, business partnering, and maintaining adequate internal controls while ensuring statutory compliance.

A key part of this role involves supporting debtors' management by collaborating with other departments and building strong relationships with non-finance individuals to improve financial understanding and facilitate efficient debt collection processes.

Additionally, the Management Accountant will assist in the implementation of a new accounting system and other ad-hoc projects, working closely with internal stakeholders to ensure a smooth transition and optimisation of financial processes.

This role also supports the day-to-day accounting and reporting functions and reports directly to the Senior Finance Manager.

### Specific Responsibilities:

- Management accounts
  - Assist with the preparation and distribution of monthly management accounts
  - Liaise with department heads and seek insightful commentary on department financial performance
  - Debtors' management and process improvement
  - Balance Sheet Reconciliations
  - Month End tasks

- Budgets
  - Assist with the preparation of Annual budgets, half year forecasts
  - Liaising with departmental managers to understand and improve their understanding of financial issues.
  - Write Budget/MYR/Forecast commentary detailing variances
- Audit
  - Auditing and audit preparation of audit schedules for year-end.
- Finance Systems
  - Assist with the ITF new accounting system implementation
  - Liaise with other teams to implement, improve, and automate internal controls across finance processes.
  - Participate in testing and training for new features, new systems interfaces, and upgrades with a finance system impact.
  - Drive continuous improvement in both efficiency and governance in finance systems/processes

#### **General Duties and Approach**

- Deal promptly with ad hoc queries from other departments
- Quarterly VAT submissions
- Minutes of meetings for Finance Committee meetings
- Pro-actively identify any opportunities for improvements in current processes/procedures
- Work on specific projects as and when assigned
- Come to work each day with a positive, can-do attitude

*As the needs of the business can evolve rapidly this role may change accordingly, therefore this document should be viewed as guidelines which are subject to change.*

#### **Knowledge & Skills required:**

- ACCA or CIMA qualified (or the equivalent of) or in the process of completing studies for either of these qualifications
- At least 2 years of experience working in an accounting team
- Strong communication skills with the ability to work with non-financial literate stakeholders
- Intermediate skill level in Microsoft Excel
- Excellent attention to detail and accuracy
- Excellent time management and ability to work on numerous projects
- Proven ability to identify areas for improvements and efficiency gains
- Proactive and motivated to exceed in role
- Sound working knowledge of Microsoft Office packages

#### **What we offer....**

- Excellent salary plus discretionary bonus scheme (subject to conditions)
- 25 days holiday per annum plus UK bank holidays
- Private Healthcare
- Group personal pension scheme, Life assurance and annual Wellbeing Allowance (subject to conditions)
- Health Cash Plan
- Free lunch when working in the office (up to £9 per day)
- Ride2Work Scheme
- Complimentary healthy snacks and fresh fruit when working in the office
- Free parking on site
- Working hours: based on 35 hours per week. Normal office hours are 09.00 -17.00 Monday to Friday. Core Hours are 10am-4pm.

**Application Process:**

Please email your CV and Cover Letter to [jobs@itftennis.com](mailto:jobs@itftennis.com) stating '**Management Accountant**' in the subject line of your email, clearly indicating in your cover letter whether you require sponsorship or a work permit to work in the UK either now or in the future.

*The ITF processes your applicant data in accordance with our Privacy Notice – Recruitment, which can be found on [our website](#).*

*The successful candidate may be subject to an enhanced DBS or equivalent level Overseas Criminal Records Check.*

*Equality, diversity & inclusion (EDI) is a fundamental priority for the ITF. Our philosophy focusses on embedding inclusive behaviours and processes across every element of our business practice*

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