

ITF ROLE OVERVIEW

JOB TITLE:	Finance Assistant (Fixed Term Contract until 19 th December)
DEPARTMENT:	Finance & Administration
REPORTING TO:	Senior Finance Manager
LOCATION:	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.

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.

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.

The Role:

This role is responsible for ensuring the accurate and timely processing of financial transactions across a range of key areas, including staff expenses, bank reconciliations, and balance sheet reconciliations. The position plays a vital part in maintaining the integrity of financial records by verifying approvals, managing receipts, reconciling accounts, and supporting invoice processing. Additionally, the role supports Accounts Payable and contributes to broader finance team objectives through ad-hoc tasks, budgets, and peak-period support.

Responsibilities:

- **Expenses**
 - Ensure all types of expenses, including staff expenses, credit card statements and cash advances are processed efficiently and accurately.
 - Verify that all expense claims follow the correct approval process.
 - Safely file and store receipts to comply with financial regulations and accounting practices until a cloud-based software solution is implemented.
- **Bank Reconciliations**
 - Accurately process bank reconciliations and cash receipts daily ensuring bank transactions are posted to the correct General Ledger (GL) or applied against the specific invoice paid. If no remittance is provided, the employee must contact the person(s) that paid the funds.
 - Record bank reconciliations accurately and seek line manager approval before posting into any balance sheet suspense accounts.

- Ensure bank reconciliations are completed when all transactions are coded in GP, and the bank reconciles to the GL. The bank GL balance must reflect a true and fair value, with no material errors (set at \$0).
- Reconcile the NatWest Queries account or any other suspense balance sheet account monthly to ensure there are no uncoded bank transactions requiring additional information.
- **Balance Sheet Reconciliations**
 - Reconcile balance sheet accounts at month-end, including screenshots from the bank to substantiate reconciliations.
- **Invoice Review and Posting**
 - Accurately review and post travel-related invoices in accordance with month-end deadlines.
- **Accounts Payable Support**
 - Assist accounts payable with invoice entry and raising payment batches during busy periods.
- **Ad-Hoc Tasks**
 - Complete ad-hoc tasks and projects as required to support business and finance team objectives.
 - Provide support to the wider finance team during peak periods, audits and other critical activities.

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.

You will have....

- Proficient in analysing a substantial volume of transactions
- Excellent level of competency in credit card/bank reconciliations
- Excellent written and oral communication skills
- Ability to work in a fast-paced environment while demonstrating an ability to adapt to change
- Takes initiative while retaining collaborative approach to work
- Great time management skills
- Proactive approach to problem solving
- Moderate Excel Skills
- Experience using Microsoft Great Plains is essential

What we offer....

- Excellent salary
- 20 days holiday per annum plus UK bank holidays
- Private Healthcare
- Group personal pension scheme and Life assurance
- 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 stating 'Finance Assistant' 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