

Middlesex Tennis Finance Officer Job Description

1. Background

Middlesex Tennis is a registered charity that takes responsibility for the administration and development of tennis throughout the County, from those just thinking of taking up the game to tournament players of all levels. The County Association affiliates with the LTA and upholds their rules and regulations. We work closely with the LTA to implement their vision of 'Tennis Opened Up' and support their mission to transform communities through tennis to make tennis welcoming, enjoyable and inspiring to everyone.

The Middlesex Tennis Management Board is comprised of a group of volunteer trustees, all of whom have a particular interest in tennis and specialist skills relevant to the organisation and its work. We constantly strive to improve and broaden the services we offer so that we give support and service of the highest quality to all those involved with tennis in the County.

Middlesex Tennis has a small team of salaried individuals that work with the Middlesex Tennis trustees and other volunteers. We are looking for a diligent and motivated individual to assist the team and trustees by providing accurate and timely transactional finance services, producing reports, processing payments, maintaining financial records, and assisting with reconciliations. This role will be home based with occasional travel across the County for meetings and events, where required.

2. Why Join Us

- Work within a passionate and supportive team of staff and trustees dedicated to tennis development with the opportunity to get involved with our tennis events.
- Take advantage of our charitable status to help develop tennis in Middlesex.
- Flexibility to role and working hours can be considered.
- We actively invite applications from all candidates who meet the criteria and can work in the UK.
- We commit that everyone will receive equal consideration irrespective of your ethnicity, religion, sex, gender reassignment, sexual orientation, age, any disability, marital or civil partnership status, and pregnancy or maternity status.
- We particularly welcome applications from:
 - People from ethnically diverse communities
 - Deaf and disabled people
 - Members of the LGBTQ+ community
 - People with lived experience of the UK's many and varied communities

If you have experience and knowledge of finance administration and are passionate about tennis, we want to hear from you.

3. Details

Job Title:	Middlesex Tennis Finance Officer
Salary:	£12,800 per annum (£32,000 full-time equivalent)
Contract:	12-month fixed term contract
Hours:	Part-time - 2 days per week
Location:	Remote home-based working with occasional travel across the county
Provisional Interview Dates:	Tuesday 28 th and Wednesday 29 th July 2026

4. How to Apply

To apply, please email your CV together with a covering letter detailing your suitability for the role to the Middlesex County Office county.office@middlesextennis.org.uk by midnight on 19th July 2026.

5. Role

The Finance Officer will support the Finance Lead and professional staff by providing accurate and timely transactional finance services, producing reports, processing payments, maintaining financial records, and assisting with reconciliations.

Specific Responsibilities

Accounts Payable

- Set up and manage a finance/accounts inbox prioritising workloads effectively.
- Process and pay supplier invoices, grants, and other expenditure, ensuring correct authorisation from internal teams and accurate coding and entry into the accounting system (Xero).
- Process a high volume of invoices, including matching and reconciling discrepancies.
- Work with internal teams to ensure timely payment of invoices.
- Review, gain approval and process employee/trustee expenses.

Accounts Receivable

- Manage incoming payments and online payment platforms.
- Manage customer accounts to ensure timely collection of debts.
- Prepare and send invoices, track overdue accounts, and follow up on payments.
- Maintain accurate records of financial transactions.

Reconciliations, VAT and Compliance Support

- Prepare monthly bank reconciliations and support reconciliation of other balance sheet accounts.
- Prepare quarterly VAT returns and maintain supporting information.
- Ensure transactions are recorded correctly for VAT purposes.
- Ensure financial procedures are followed.
- Maintain and provide supporting documentation for an independent examination.

Reporting Support

- Prepare quarterly income and expenditure reports.
- Assist in preparing annual accounts and supporting schedules.
- Support budgeting and cash flow forecasting.
- Prepare reports for LTA as required.
- Prepare adhoc reports as required.

Payroll Administration

- Assist the Finance Lead in payroll administration when required.

General Accountabilities

- Maintain accurate records and audit trails.
- Liaise with banks as and when required.
- Assisting with system improvements and process enhancements.
- To undertake any other duties deemed relevant by the management team.

6. Person Specification**Essential**

- Minimum 2 years of accounting, accounts payable/receivable experience.
- Excellent bookkeeping skills.
- Effective organisation, communication, diplomacy and presentation skills.
- Strong attention to detail.
- Ability to work in a team and motivate others.
- Excellent IT skills and knowledge of MS Office applications including Excel.
- Excellent customer service skills and experience.

Desirable

- CCAB-qualified or part-qualified, or AAT qualified/part-qualified (or equivalent).
- Experience in charity finance and charity accounting principles.
- Experience of using Xero accounting software.
- Knowledge and interest in tennis/padel.