

# Commonwealth Games England

## FINANCE MANAGER



### The Commonwealth Games

The Commonwealth Games and Youth Games are about more than sport. In Birmingham there were more medals available to women than men, and The Games set new benchmarks in innovation, inclusivity, and sustainability, leaving lasting legacies for the people and economies in the regions that host them. Unlike the Olympics and Paralympics, the Commonwealth Games sees para-sport and non-disabled sport running simultaneously. The Birmingham Games delivered the largest integrated para-sports programme of any Games to date with 59 medal events across eight para sports and reinforced the values of inclusivity across the “friendly” Games culture.

The Commonwealth Games is truly global and diverse, with more than 5,000 athletes representing 71 teams from across the Commonwealth of Nations competing in numerous sports. The four constituent countries of the United Kingdom – England, Scotland, Wales, and Northern Ireland – send separate teams, and individual teams are also sent by Guernsey, Jersey, and the Isle of Man.

The next Commonwealth Games will be held in Glasgow between 23<sup>rd</sup> July and 2<sup>nd</sup> August 2026.

### Commonwealth Games England (CGE)

CGE leads and manages the participation of Team England at the Commonwealth Games, and works closely with each sport’s National Governing Body, our funding partner Sport England (SE), the Games’ Organising Committee, the Commonwealth Games Federation (CGF), and corporate partners. We help deliver excellent performance environments; represent England effectively within the CGF; and raise the profile and reinforce the value, reputation, and future of this great sporting spectacle.

CGE recognises and embraces the diversity of England and celebrates the many benefits it offers us as a nation and organisation. We are committed to encouraging equality, diversity, and inclusion in all our policies, processes, procedures, practices, and people development.

### Role Details

- Reporting to the Chief Operating Officer
- Fully qualified or Part-qualified/finalist level CIMA/ACCA or equivalent
- Full time contract of 35 hours per week
- Based in Central London (SE1 7TY) with a minimum of 2 days a week in the office.
- Occasional UK and international travel (in line with Commonwealth Games) may be required, to support the wider organisation’s work.

### Job Purpose

Reporting to the Chief Operating Officer (COO), the Finance Manager will be responsible for the day-to-day finance activities at CGE both during and outside of Games-time. This will include effective management of the organisations finance systems and ensuring that all finance processes are completed accurately and efficiently, in line with all statutory requirements. The Finance Manager will be an effective business partner with the wider organisation to ensure that financial risks and opportunities are known and tracked. The Finance Manager will support the COO in the drive for continued finance improvements to ensure the function is delivering a value-added service to the organisation and ensuring finance is at the heart of decision-making.

## Accountabilities

### Financial Management

- Accountability for the accurate preparation of the monthly management accounts. This includes preparation and processing of journals (including accruals, prepayments), reconciliation of balance sheet accounts, and producing variance analysis for COO/Senior Leadership Team to explain key movements to Budget/Forecast.
- Ownership of the accounts payable and receivable functions, including the efficient completion of all accounts payable, staff expenses and company credit card processes. This will include ensuring invoices and expenses are paid in a timely manner and in line with procurement and expenses policies.
- Responsibility for day to day banking processes, ensuring daily cash balances are communicated, and bank reconciliations completed accurately. The role will also support COO with cashflow forecasting to ensure that the organisation effectively manages its cash holdings.
- Be a key point of contact for the external auditors during the year-end audit. This will include creating accurate schedules and reconciliations to demonstrate the organisations financial controls.
- Day to day ownership of Sage 200 finance and WAP expenses systems, with support from external IT consultants.
- Completion of statutory and regulatory requirements, including production of quarterly VAT return.
- Support the COO in the delivery of the budget planning and forecasting processes for Commonwealth Games, Youth Games and the wider organisation.
- Business partner with the wider organisation to ensure that financial risks and opportunities both organisationally and relating to Games are effectively tracked and communicated to senior management.
- Support the COO with the funding relationship with Sport England, ensuring all financial reporting requirements and funding drawdowns are completed in line with key deadlines.
- Attendance at Audit & Risk Committee meetings, with responsibility for production of accurate meeting minutes.
- Support the financial education and awareness within the wider CGE team, ensuring that all the team understand the financial implications of decisions.

### General

- Ad-hoc support to the COO as required.
- Support in the wider organisations activities (outside of core Finance) to ensure key CGE activities/objectives are achieved both during and outside of Games-time.

## Person Specification

The key attributes of the postholder are:

Experience/Knowledge –

- Fully qualified or Part-qualified/finalist level CIMA/ACCA or equivalent
- Experience of working in a finance team within a small/medium sized organisation
- Proven experience of managing month end / year end processes in line with tight deadlines
- Experience of completing financial statutory requirements, e.g. quarterly VAT returns
- Experience of using finance systems (e.g. Sage)
- Experience in implementing and monitoring highly effective and efficient financial controls
- An understanding of sport in England, the UK, and internationally, particularly the objectives of the Commonwealth Games (Desirable)

## Skills

- Excellent IT skills including Word, Excel, PowerPoint, use of Outlook and other communications devices
- Excellent organisational skills with high attention to detail with the ability to self-review own work
- Highly numerate, with excellent verbal and written communication skills, with the ability to translate 'finance speak' to colleagues at all levels
- Being well organised with detailed planning skills to ensure time is managed effectively and all deadlines are met
- Able to operate at pace and under pressure
- Having a positive mindset with a can-do attitude with the drive to become an integral member of a small organisation.
- Having a process improvement mindset, asking 'why' things are done the way they are.
- Confident and comfortable working in a team or in an individual environment.

## Behaviours / Competencies

- Passion for sport
- Commitment to the Commonwealth Games
- Real team player
- Process improvement mindset
- Personable and approachable

## Equal Opportunities Policy

Commonwealth Games England is an equal opportunities organisation and is committed to providing equal opportunities to all employees and potential employees. This includes the recruitment, selection, training, work conditions and career management/ promotion of employees. Commonwealth Games England opposes all forms of unlawful and unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, sexual orientation, marital status and civil partnership, gender reassignment, religion or belief, and disability and is committed to eliminating discrimination and harassment in the workplace.

## Details

Please apply for the role via the Global Sports Jobs website [here](#) or if you have any questions, please contact Jide Adedoyin: [ja@globalsportsjobs.com](mailto:ja@globalsportsjobs.com)