

AP/AR Team Lead

Responsible to	Finance Manager (Treasury)
Location	National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ with the requirement to work from the office three days per week, including Mondays
Salary	Up to £38,000 per annum depending on experience

About the Role

Our vision is 'Tennis Opened Up', and our mission is to transform communities through tennis, focusing on three areas – making tennis welcoming, enjoyable and inspiring to everyone.

The role of the Finance Department is to ensure the business prioritises its spending on the best projects and programmes to the benefit of our customers, whether that be elite players or kids playing their first game of mini-tennis.

The AP/AR Team Lead is a member of the AP/AR team and will manage the AP/AR tasks of the AP/AR team including accountability for payment processing to ensure the smooth running of the department, with responsibility for management of the AP/AR balances, and line management responsibility of two AP/AR Clerks. In addition, they will naturally take on the more complex aspects of the team's work and be an escalation point and source of guidance for other team members. It is one of two roles that report into the Treasury Finance Manager.

The AP/AR Team Lead plays a critical role in maintaining the financial integrity of the LTA by managing both outgoing and incoming payments. This dual-function position ensures suppliers are paid accurately and on time, while also overseeing customer invoicing and collections to optimise cash flow.

The AP/AR Team Lead will work with all areas of the business to achieve this aim and are encouraged to be proactive and where necessary seek areas to improve processes and efficiency and to minimise the risk of errors and put these in place.

Key Accountabilities

Accounts Payable

- Manage AP ledger and report overdue payments to Finance Manager.
- Process purchase orders, supplier invoices in line with company policy and ensure timely payments.
- Maintain accurate records of all transactions.
- Resolve discrepancies with suppliers and internal departments.
- Assist with month-end closing and reporting.
- Manage and ensure the accuracy of payment runs.
- Manage and reconcile pre-payment cards.

Accounts Receivable

- Manage AR ledger and report overdue payments to Finance Manager and follow up accordingly.
- Generate and distribute customer invoices.
- Apply incoming payments to appropriate accounts.

- Reconcile customer accounts and resolve billing issues.
- Prepare aging reports and assist with cash forecasting.
- Regularly review, improve and assist in implementing AP/AR and cash processes.
- Ensure all monthly bank statement entries are posted and reconcile to balance sheet.
- Input approved payments to banking systems as directed by authorised finance managers.
- Manage the finance inbox.
- Oversee the preparation, control, and tracking of PDQ machines and process income generated.
- Support ad-hoc and year end reporting.

Person Specification

- Proven experience in AP/AR roles.
- Knowledge of basic accounting principles.
- Strong attention to detail and organisational skills.
- Ability to prioritise and manage multiple tasks and meet deadlines.
- Experience of working with a fully integrated PO System and comfortable working within system configurations and troubleshooting.
- Excellent communication and interpersonal abilities.

Knowledge, Training & Qualifications

Proficiency in Unit4/Business World accounting software, or equivalent.	<i>Essential</i>
Knowledge of working in banking systems to make payments.	<i>Essential</i>
Higher level education in Accounting, Finance, or relevant certifications (e.g. AAT).	<i>Essential</i>
GCSE or equivalent Maths and English or ability to demonstrate equivalent experience or abilities.	<i>Desirable</i>
High IT literacy, knowledge of MS Office applications and intermediate excel.	<i>Essential</i>
Knowledge and understanding of a professional sporting environment.	<i>Desirable</i>

Personal Attributes (Our Values)

<i>Inclusion</i>	<ul style="list-style-type: none"> • I make people feel welcome. • I recognise the power of our differences. • I create a safe environment.
<i>Teamwork</i>	<ul style="list-style-type: none"> • I collaborate well across teams. • I actively listen to others. • I actively offer to help others.
<i>Integrity</i>	<ul style="list-style-type: none"> • I act with honesty and respect. • I take responsibility for my actions. • I am dependable.
<i>Passion</i>	<ul style="list-style-type: none"> • I approach things in a positive mindset. • I motivate and energise others. • I take pride in my work.
<i>Excellence</i>	<ul style="list-style-type: none"> • I am ambitious and want to exceed expectations. • I want to learn more to improve. • I am adaptable to change.

Life at the LTA

The LTA, through its vision 'Tennis Opened Up', is committed to creating an inclusive environment where all colleagues feel included and a strong sense of belonging. We particularly welcome applications from people from ethnically diverse communities, deaf and disabled people, members of the LGBTQ+ community and people with lived experience of the UK's many and varied communities.

Read some of our colleague testimonials below and find out more about our LTA benefits [here](#)

“As a new mum, I’ve appreciated the LTA’s newly enhanced benefits, which have supported me during maternity leave and in my return to work. In total, I have been with the LTA for four years and love the diversity of my role.”

“Everyone’s respected in terms of the culture, ethnicity, and the background, so you don’t feel unequal in any capacity. I remember how supportive my team had been during Ramadan, being fully understanding of its requirements and flexible with my work schedule.”

“As a new starter at the LTA, my experience has been overwhelmingly positive. Being a tennis fan, I was excited to join the organisation, and from day one, I’ve been impressed by everyone’s dedication to our mission of ‘Tennis Opened Up’, as well as promoting diversity, inclusion, and sustainability.”
