

Finance Analyst

**Responsible to** Head of Commercial Finance

**Location National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ** *(With a requirement to work in the office a minimum of 4 days a week)*

**Salary** Competitive

## About the role

The LTA’s 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 projects and programmes that deliver the maximum benefit to our customers – whether that is performance programmes for elite players or children playing their first game of mini-tennis.

Your role as Finance Analyst is about putting finance at the heart of decision making by providing insight to support robust business planning. You will build budgets and forecasts that are accurate, secure buy-in across multiple stakeholder groups, and routinely measure against these forecasts. In doing so, you will develop cost mitigation, income generation or risk management strategies. You will be a storyteller able to simplify the complex when communicating to senior audiences, helping the relevant audience to understand not just the ‘what’ but also the ‘why’.

The position will have a key role in the continuous development of the Finance function itself, including maintenance, management and improvements to relevant files, processes, and systems; in order to improve efficiency and accuracy.

The Finance Analyst position is one of five in the Commercial Finance team, alongside four Finance Business Partners, all of which report into the Head of Commercial Finance. This role will provide support to the Finance Business Partners, the wider Finance team, the Head of Commercial Finance, the Leadership team and will have direct responsibility for an Executive and their directorate.

## Key Accountabilities

## To support in producing the monthly financial report for the Executive on a timely basis, ensuring high quality information that is accurate, relevant and timely.

## Development and review of annual budgets, forecasts and medium / long term business plans for both financial and non-financial activity as necessary.

## Ensuring high quality information that is accurate, relevant and timely, and which is communicated and explained clearly to stakeholders across all levels of the organisation, including the production of relevant visuals and dashboards as required.

## Preparation and input into memos on future LTA spend up to board level, quantifying the financial and non-financial benefits, making recommendations, and co-ordinating all related follow up activity.

## Pro-active analysis and identification of risks and opportunities, identifying savings to mitigate risks, to ensure targets are achieved or improved on.

## To have direct responsibility for an Executive Director, providing regular high quality financial reporting, advice and ad hoc analysis as required; supporting these business areas to establish accurate & sustainable financial models.

## Providing ad hoc support to the Commercial & Group Finance teams across other business areas as required, including supporting the Finance Business Partners to assist in maximising the efficiency of the team.

## Maintaining and improving key processes and improvements, including, but not limited to, the LTA accounting system (Unit4), fixed asset register, withholding tax reporting and other ad hoc regulatory reporting.

* Responsible for collecting coach, venue and hardship loan repayments, working with Commercial Finance and Property on any issues raised and reporting any non-payments.

## Being a lead on Finance-led initiatives, and in turn being the Finance lead on relevant business-led ones.

## Reliably analysing and reporting on the benefits of improved systems, processes, automations, behaviours, and decisions that drive improved outputs plus time and / or cost reductions.

## Management of internal control integrity and ensuring that they are operated on a best practice basis

## Undertake such other duties as may be required from time to time as are consistent with the responsibilities of the post, experience of the candidate and the needs of the LTA.

## Person Specification

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| --- | --- |
| Able to work independently and deliver on time and at a consistently high standard | Essential |
| Clear communicator with a critical eye for detail yet able to simplify the complex in communications | Essential |
| Commitment to problem-solving and improving processes, always anticipating the question, and looking for better ways of doing things | Essential |
| Ability to work with colleagues to ensure that there is a continued environment of creativity, shared opportunity and a culture of progressive and sustained improvement | Essential |
| Successfully driving strategic implementation through stakeholders and partners | Essential |
| Pro-active, flexible and fully engaged with a customer focussed mind-set | Essential |
| Able to influence key internal & external stakeholders across up to Executive level, with excellent interpersonal skills | Essential |

#### Knowledge, Training & Qualifications:

|  |  |
| --- | --- |
| You will studying towards or be a newly qualified ACA, ACCA, CIMA or similar | Essential |
| Strong commercial/professional acumen gained at a fast paced, high demand business | Essential |
| Highly numerate, analytical and commercially-minded individual with advanced Excel and report writing skills, and experience of financial systems (eg Unit4) | Essential |
| Knowledge and understanding of professional sporting environment | Desirable |

#### Personal Attributes

|  |  |
| --- | --- |
| *Inclusion* | * Create an environment where people feel safe and welcomed * Value people’s differences and believe they make us stronger * Take the time to learn more about inclusion and remove any current or potential barriers |
| *Teamwork* | * Able to work on own initiative and appreciate the high level of accountability. * A great leader and motivator of others * A great communicator both internally & externally * Always prepared to work collaboratively |
| *Integrity* | * A high degree of emotional intelligence and self-awareness, with the ability to adapt style to meet the needs of the audience. * Will always suggest improvements to ways of working * Will be comfortable challenging groups or individuals to ensure high levels of work * Treats others as you wish to be treated |
| *Passion* | * A genuine passion for people and good customer service ethic. * Highly proactive with a ‘can-do’ attitude * Hard working & driven to succeed and achieve our mission |
| *Excellence* | * Always aims to achieve the best possible outcome * Develops plans based on best practise and previous experience * Seeks support from colleagues to improve outcomes * Will be happy to take the more challenging route if it results in higher quality outputs |

## Our Benefits

## What we can offer you

## *We are proud of the range of benefits we can provide:*

* Retail discounts from brands including Dunlop, Crew Clothing, AMC & many more
* 25 days of annual leave
* Enhanced maternity, paternity, adoption, and shared parental leave
* Free use of our Gym, Tennis & Padel courts and access to various sporting clubs upon joining
* Priority access to our colleague ticket offers for all LTA Major Events, including Wimbledon
* Eligible to participate in the LTA Annual Bonus Scheme, subject to meeting the set criteria in force at the time *(depending on your role)*
* You will be eligible to receive life assurance cover up to the value of three times your basic annual salary *(more depending on your role)*
* Private Healthcare cover
* An Employee Assistance Programme that offers anonymous and confidential, emotional, and practical support 24/7 for you and your immediate family
* Pension (up to 10% contribution from employer)
* Cycle-to-Work scheme, eye care vouchers and season ticket loans
* Free parking & bike racks at the National Tennis Centre, plus electric vehicle charging points
* Staff lockers and discount on all food purchased at our Deuce Café
* Social activities all year round which encourage you to get to know your fellow colleagues

## Our Culture

*The LTA, through its vision “Tennis Opened up”, is committed to creating a diverse environment where all colleagues feel included and a strong sense of belonging. We are proud to actively invite applications from all candidates who meet the essential criteria and can work in the UK. We commit that everyone will receive equal consideration for employment 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*

*The LTA Tennis Foundation is a new tennis charity that partners with brilliant people and organisations to improve lives through tennis. It shares the LTA’s vision of ‘Tennis Opened Up’, and it wants to use our sport to make a real difference to people across the whole country. All LTA colleagues have the chance to get involved with the LTA TF, with some directly involved in delivering and leading its work.*

*To truly deliver our vision of “Tennis Opened up”, we believe it is critical that the LTA plays our part in contributing to a healthier and more sustainable society. We want to grow tennis in Britain, but do so in a responsible way, protecting and supporting the environment and working with everyone in the sport to tackle our climate impacts. We are committed to ensuring a lasting future for tennis in Britain, and our Environmental Sustainability Plan sets out how we will do this.*

*Find out more here*

* Life at the LTA
* [www.lta.org.uk/sustainability](http://www.lta.org.uk/sustainability)