



Competition Systems Assistant (Flexible Talent Bank)

Responsible to	Competition Measures & Systems Manager
Location	National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ
Salary	£15.11 per hour (Monday to Friday)
Dates	24 th November 2025 - 5 th December 2025

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 **Competition team** oversee the planning and delivery of all LTA staged competitions at an international and national level, as well as supporting regional, county, and local level competition activity. The team also oversees Padel competition, team competition, disability competition and associated GB representative teams. The team are responsible for servicing competition in Britain, which includes Officiating, Ratings (World Tennis Number) and Rankings, rules and regulations and the digital systems to find and enter competition.

This role will play an important part in providing financial administration support to the Competitions Team in process payments in the LTA Competition Management System to competition providers in delivering their sanctioned competitions.

Our support to you

When applying for our roles, you will be asked as part of our application process if you require any adjustments or support during the recruitment process. Adjustments could include extra time for assessments, interview questions in advance, alternative formats for materials or wheelchair access. Any information you provide will be treated in confidence and only used to make sure you have the best possible experience with us.

Key Accountabilities

- Review, verify and process all failed refund transactions accurately.
- Manage email inboxes to ensure transactions are filed away.
- Handle payments in line with financial control procedures.
- Maintain confidentiality and data protection standards for financial and participant information.

Person Specification

Previous Experience of:

Proven experience in financial administration , ideally within a sports organisation, charity, education, or events environment ;	<i>Desirable</i>
High level of numerical accuracy and attention to detail ;	<i>Essential</i>
Handling supplier invoices, purchase orders, and payment processing ;	<i>Essential</i>



Effective communication and interpersonal skills for liaising with coaches, athletes, suppliers, and partners;	<i>Essential</i>
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Knowledge, Training & Qualifications:

Excellent organizational and time management skills — able to meet multiple deadlines	<i>Desirable</i>
Strong Microsoft Excel skills (formulas, pivot tables, financial analysis);	<i>Essential</i>
Competence in financial software and systems (e.g., Sage, Xero, QuickBooks, or equivalent)	<i>Desirable</i>

Personal Attributes (Our Values)

Inclusion	• I make people feel welcome. • I recognise the power of our differences. • I create a safe environment.
Teamwork	• I collaborate well across teams. • I actively listen to others. • I actively offer to help others.
Integrity	• I act with honesty and respect. • I take responsibility for my actions. • I am dependable.
Passion	• I approach things with a positive mindset. • I motivate and energise others. • I take pride in my work.
Excellence	• 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.”
