

Finance Analyst

Responsible to	Finance Manager
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 £48,500 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.

As a Finance Analyst, you will play a pivotal role in supporting a broad spectrum of financial operations across the business. This position offers exposure to multiple areas, including:

- **Year-End Reporting:** Supporting the preparation of year-end accounts using Caseware software, culminating in the production of LTA's finance and governance reports.
- **Tax and Compliance:** Contributing to quarterly VAT and Withholding Tax returns, along with other HMRC and ONS reporting requirements.
- **Financial Planning:** Contribution to month-end activities, including support in producing budgets and monthly rolling forecasts for key business areas (e.g. Payroll & HR)
- **Asset and Payroll Management:** Maintaining the fixed asset register, processing and consolidating payroll journals across the whole business, and contributing to month-end close activities and reconciliations.
- **Funding and Collections Support:** Assisting with LTA's facility funding initiatives and supporting the collection of club and coach loans.

Cross-Functional collaboration will be necessary by providing financial support to various operational and support areas within the organisation.

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.

You will report to one of the two Finance Managers within the Group Finance team of eight, under the leadership of the Head of Group Finance.

Key Accountabilities

- 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 venue and coach loan repayments, working with Commercial Finance and Property on any issues raised and reporting and addressing any non-payments.

- Month end reporting tasks including organisation wide accruals, intercompany journals as well as balance sheet reconciliations.
- To feed into and support with Commercial Finance's 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 (e.g. Payroll/HR).
- Pro-active analysis and identification of risks and opportunities, identifying savings to mitigate risks, to ensure targets are achieved or improved on.
- 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.
- Supporting 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 consistent with the responsibilities of the post, experience of the candidate and the needs of the LTA.

Person Specification

Previous Experience of:

Able to work independently and deliver on time and at a consistently high standard.	<i>Essential</i>
Clear communicator with a critical eye for detail yet able to simplify the complex in Communications.	<i>Essential</i>
Commitment to problem-solving and improving processes, always anticipating the question, and looking for better ways of doing things.	<i>Essential</i>
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.	<i>Essential</i>
Successfully driving strategic implementation through stakeholders and partners.	<i>Essential</i>
Pro-active, flexible and fully engaged with a customer focused mind-set.	<i>Essential</i>
Able to influence key internal & external stakeholders across up to Executive level, with excellent interpersonal skills.	<i>Essential</i>

Knowledge, Training & Qualifications

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