

## AP/AR Clerk (9 Month Fixed Term Contract)

<b>Responsible to</b>	<b>AP/AR Team Lead</b>
<b>Location</b>	<b>National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ with the requirement to work from the office three days per week, including Mondays</b>
<b>Salary</b>	<b>Up to £29,000 per annum depending on experience</b>
<b>Contract Type</b>	<b>9 Month Fixed Term Contract starting in July 2026</b>

### 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 Clerk role itself is one of the three AP/AR team positions which report into the Treasury Finance Manager. The AP/AR Clerk 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.

### Key Accountabilities

#### Accounts Payable

- Process supplier invoices and ensure timely payments.
- Match purchase orders with invoices and receipts.
- Maintain accurate records of all transactions.
- Resolve discrepancies with suppliers and internal departments.
- Assist with month-end closing and reporting.

#### Accounts Receivable

- Generate and distribute customer invoices.
- Monitor accounts for overdue payments and follow up accordingly.
- Apply incoming payments to appropriate accounts.
- Reconcile customer accounts and resolve billing issues.
- Prepare aging reports and assist with cash forecasting.

#### General

- Input approved payments to banking systems as directed by authorised Finance Managers.
- Managing the finance inbox.

## 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.
- 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.	<i>Desirable</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>
Higher level education in Accounting, Finance, or relevant certifications (e.g. AAT) are preferred.	<i>Desirable</i>
Knowledge and understanding of a professional sporting environment.	<i>Desirable</i>

## Personal Attributes (Our Values)

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

## 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](#)

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*“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.”*

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