Commonwealth Games England

FINANCE MANAGER

Salary: £45,000 - £50,000

The Commonwealth Games

The Commonwealth Games and Youth Games are about more than sport. Glasgow saw a reimagined Games which highlighted the longevity and adaptability of the Commonwealth movement, and now looking towards the Malta Youth Games in 2027 and the centenary edition of the Games in India in 2030 the future is looking bright. Unlike the Olympics and Paralympics, the Commonwealth Games sees para-sport and non-disabled sport running simultaneously and reinforces the values of inclusivity across the "friendly" Games culture.

Commonwealth Games England (CGE)

CGE leads and manages the participation of Team England at the Commonwealth Games, and works closely with each sport's National Governing Body, our funding partner Sport England (SE), the Games' Organising Committee, the Commonwealth Sport (CS), and corporate partners. We help deliver excellent performance environments; represent England effectively within CS; and raise the profile and reinforce the value, reputation, and future of this great sporting spectacle.

CGE recognises and embraces the diversity of England and celebrates the many benefits it offers us as a nation and organisation. We are committed to encouraging equality, diversity, and inclusion in all our policies, processes, procedures, practices, and people development.

Role Details

- Reporting to the Director of Finance and Business Services
- Part-qualified/finalist level CIMA/ACCA or equivalent by experience.
- Full-time contract of 35 hours per week
- Based in Central London (SE1 7TY) with a *minimum* of 2 days a week in the office.
- Occasional UK and international travel (in line with the location of the Commonwealth Games) may be required, to support the wider organisation's work.

Job Purpose

Reporting to the Director of Finance and Business Services, the Finance Manager will be responsible for the day-to-day finance activities at CGE both during and outside of Games-time. This will include effective management of the organisation's finance systems and ensuring that all finance processes are completed accurately and efficiently, in line with all statutory requirements. The Finance Manager will be an effective business partner with the wider organisation to ensure that financial risks and opportunities are known and tracked. The Finance Manager will support the Director of Finance and Business Services in the drive for continued improvements to ensure the function is delivering a value-added service to the organisation and ensuring finance is at the heart of decision-making.

Responsibilities

Financial Control

- Accountability for the accurate preparation of the monthly management accounts. This includes preparation and processing of journals (including accruals, prepayments), reconciliation of balance sheet accounts, and producing variance analysis for the Director of Finance and Business Services/Senior Leadership Team to explain key movements.

- Ownership of the accounts payable process, ensuring robust financial controls and the efficient processing of supplier invoices, employee expenses, and company debit card transactions. Ensure all payments are made promptly and in line with organisational procurement and expense policies.
- Maintain the accounts receivable process, ensuring invoices are raised promptly. Proactively manage credit control to minimise aged debt and optimise cashflow.
- Day to day ownership of the current Sage 200 accounting platform and the ExpenseIn expenses system, with support from external IT consultants.
- Completion of statutory and regulatory requirements, including production of quarterly VAT return.

Cash Management
- Responsibility for day to day banking processes, ensuring daily cash balances are communicated, and bank reconciliations completed accurately. The role will also support the Director of Finance with cashflow forecasting to ensure that the organisation effectively manages its cash balances.

Audit & Year-End Reporting
- Act as a key point of contact for the external auditors during the year-end audit. This will include creating accurate schedules and reconciliations to demonstrate the organisation's financial controls and preparing the statutory accounts.

Payroll & Pensions
- Prepare and process the monthly payroll, ensuring all employees are paid accurately and on time, and that all related statutory obligations are met, including pension.

Budgeting & Forecasting
- Support the Director of Finance and Business Services in the delivery of the budget planning and forecasting processes for the Commonwealth Games, Youth Games, and the wider organisation.

Business Partnering
- Support the Director of Finance and Business Services with the Sport England funding relationship, ensuring all financial reporting requirements and funding drawdowns are completed in line with key deadlines.
- Business partner with the wider organisation to ensure that financial risks and opportunities both organisationally and relating to Games are effectively tracked and communicated to senior management.
- Support the financial education and awareness within the wider CGE team, ensuring that all the team understand the financial implications of decisions.

Governance
- Attendance at Audit & Risk Committee meetings, with responsibility for production of accurate meeting minutes.

Project Work & General
- Support the Director of Finance and Business Services with the implementation of new accounting and payroll platforms for the next financial year, commencing 1 April 2027.
- Ad-hoc support to the Director of Finance and Business Services as required.
- Support in the wider organisation's activities (outside of core Finance) to ensure key CGE activities/objectives are achieved both during and outside of Games-time.

Person Specification

The successful candidate will possess the following key attributes:

Experience/Knowledge –

- Part-qualified/finalist level CIMA/ACCA or equivalent
- Experience of working in a finance team within a small/medium sized organisation
- Proven experience of managing month end / year end processes in line with tight deadlines
- Experience of completing statutory financial requirements, e.g. quarterly VAT returns
- Experience of using finance systems (e.g. Sage)
- Experience in implementing and monitoring highly effective and efficient financial controls
- An understanding of sport in England, the UK, and internationally, particularly the objectives of the Commonwealth Games (Desirable)

Skills

- Excellent IT skills including Excel, Word, PowerPoint, use of Outlook and other communication devices
- Excellent organisational skills with detailed planning skills to ensure time is managed effectively and all deadlines are met
- High attention to detail and the ability to self-review own work
- Highly numerate, with excellent verbal and written communication skills, including the ability to translate financial information into clear practical insights for colleagues at all levels
- Able to operate at pace and under pressure
- A positive mindset with a can-do attitude with the drive to become an integral member of a small organisation.
- Confident working both independently and as part of a team

Behaviours / Competencies

- Passionate about sport and its role within society
- Committed to the values and success of the Commonwealth Games movement
- Proven ability to work collaboratively as part of a high-performing team
- A proactive approach to process improvement and organisational effectiveness
- Excellent interpersonal skills, with a personable and approachable manner

Equal Opportunities Policy

Commonwealth Games England (CGE) is an equal opportunities organisation and is committed to providing equal opportunities to all employees and potential employees. This includes the recruitment, selection, training, work conditions, and career management/ promotion of employees.

Commonwealth Games England opposes all forms of unlawful and unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, sexual orientation, marital status and civil partnership, gender reassignment, religion or belief, and disability and is committed to eliminating discrimination and harassment in the workplace.

CGE is an accredited Disability Confident employer. We welcome applications from all qualified candidates and can provide reasonable adjustments throughout the recruitment process and during employment.

How to apply

To apply for the role, please send a CV and covering letter to HR@teamengland.org

Closing date: 30 November 2026. Interviews are likely to take place week commencing Monday 7 December 2026, in person at the Commonwealth Game England Office in London.

Virtual interviews can be arranged and for questions about accessibility or to request adjustments, please contact Commonwealth Games England via HR@teamengland.org