

## Part-time Finance Assistant (Fixed Term)

An exciting opportunity has arisen for a Finance Assistant to join the team at World Netball, the world governing body for the sport of netball.

The Finance Assistant will provide vital support to the Head of Finance and Governance and wider secretariat.

The role is 15 hours per week for a period of 12 months and will be based at World Netball's HQ in MediaCity UK.

The role demands a commitment to accuracy and a strong grasp of financial procedures.

### Responsibilities

The key responsibilities of the Finance Assistant will include but may not be limited to:

- Providing financial administration support to the Head of Finance and Governance.
- Assisting with the preparation of monthly financial reports.
- Maintenance of accurate financial records.
- Assisting with budget planning and management.
- Processing invoices in an accurate and timely manner.
- Responding to financial queries from internal and external stakeholders.
- Contributing to the improvement of financial processes and systems.
- Supporting the wider secretariat with additional tasks as required.

This list is not to be regarded as exclusive or exhaustive, as there may be other reasonable duties and requirements associated with the post, which World Netball may call upon the post-holder to perform from time to time.

### Essential Skills and Experience

- A strong understanding of financial procedures and principles.
- Proficiency in accounting software (Sage 50) and Microsoft Office packages.
- Excellent numerical skills and attention to detail.
- The ability to work well within a team environment.
- A proactive approach to problem-solving.
- Excellent communication skills, both written and verbal.

### Personal Attributes

The ideal candidate will espouse World Netball's seven essential **ETHICAL** values:

- **EXCELLENCE** We strive for excellence in everything we do.
- **TEAMWORK** We work effectively within and across regions.
- **HEART** We foster friendship and respect through our shared love of netball.
- **INTEGRITY** We always do the right thing no matter how hard it is.

- **COURAGE** We think big, are decisive, and persevere to make a difference.
- **ATHLETES** We respect and enable the voice of the athletes in our sport.
- **LEADERSHIP** We lead and govern in a way that reflects our values.

### **Additional Information**

The Finance Assistant reports to the Head of Finance & Governance.

Standard working hours are 9:00 to 17:00 although flexibility may be required to ensure core objectives are achieved. World Netball HQ is in MediaCityUK; a vibrant, sustainable destination to work, live and play, on the banks of the Manchester Ship Canal. The role is office based.

Candidates must be eligible to work in the UK.

Salary £27,500 per annum (pro rata)

A rewarding role within a well-respected organisation.

### **Equal Opportunities**

World Netball is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

### **How to Apply**

**Please send your CV including the details of two referees to [info@worldnetball.sport](mailto:info@worldnetball.sport) by 8<sup>th</sup> March 2024.**