

# Task Description



## **Title: High Performance Finance Manager**

### **Role purpose:**

- The post holder will be responsible for supporting the High Performance (HP) team in the organisation and administration of international tournaments (see below), focusing on finances, budgets and player payments.
- Extent of duration covers from pre-tournament preparation through to the closing ceremony, wrap up meeting and closure of accounts and reporting.

**Experience:** Working with Touch (or other sporting teams) in coaching or management capacity

**Hours required:** 2 or more hours per week.

**Key dates:** See key dates file.

**Reports to:** High Performance Director – see Organisational Chart.

**Team:** High Performance team.

**Locations:** Work from home; working away from home for both England training and tournaments.

**Contract type:** Appointment by High Performance Director for each international season.

**Salary:** Part of the #OneEngland Rewards & Recognition Scheme. Essentially this is a voluntary role with expenses payable (if applicable and agreed in advance by the High Performance Team). In addition, there is a training and touring apparel allowance plus training kit and equipment also provided. Questions relating to expenses for individual tournament should be directed to Ben Powell (High Performance Director - [Ben@englandtouch.org.uk](mailto:Ben@englandtouch.org.uk)).

## **How to apply:**

In order to apply we ask that all applicants read the information above carefully and study the 'Skills and Qualities' and the 'Scope of roles/key elements' sections below to determine your suitability.

Please click on the following link to complete the online application form: [England Touch High Performance Application Form](#)

If you have any questions about the application either prior to submitting or after submission, please email [Ben@englandtouch.org.uk](mailto:Ben@englandtouch.org.uk).

We aim to acknowledge your application within 7 days of receipt. The High Performance Panel meet regularly, and we will advise on the outcome of your application as soon as possible.

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## Skills and Qualities:

Person specification
Excellent verbal and written communication skills
Strong organisational skills with excellent attention to detail
Tenacious and very patient
Ability to problem solve
Sound numeracy skills
Ability to maintain confidentiality at all times; ability to be discrete when necessary too
'Can do' positive attitude with a flexible approach
Understanding towards the needs of individual players as well as the High Performance Team
Experience using PayPal to create and manage invoices and cloud collaboration platforms for maintain payment records/accounting

## Scope of job/key elements:

Main duties and job accountabilities	Measures and input required
To work closely with the High Permanence Director for each England Touch campaign and offer support and advice when requested	Provide support to the HP Team to ensure the campaign runs smoothly and all information is communicated effectively
To create, track and record player payments for training camps, kit and tour costs ideally using PayPal (or other means as agreed with HP Team)	Utilise PayPal to create both individual and group invoices within allocated timeframes. Record transactions promptly within the online database. Maintain confidentiality with regards to individual finances
Liaise with team managers to ensure payments are made on time	Regular communications to ensure payments are progressing/resolved in a timely manner
To be a point of contact for information regarding finances for elite players and team managers	Responding to player/manager enquires promptly and consulting the HP Director, as required
To liaise with the ETA apparel coordinator to track kit payments	Ensure the ETA Apparel Coordinator receives the necessary support and information for the ease of payment tracking
To attend relevant ETA meetings and tournaments as required	Be present at the England training camps, European Touch Championships for both juniors and seniors and any ETA management meetings
Any other duties appropriate to the role, as directed by the High Performance Director	Flexible and adaptable, as required