



Business & Finance Manager

Job Advert and
Role Description
June 2026



CONTENTS

- Overview
- Our Commitment to EDI
- Welcome
- Main Duties
- Person Specification
- How to Apply





OVERVIEW

Job Title:

- Business & Finance Manager

Salary:

- £30,000 Full Time

Location:

- Office based (Cardiff) or hybrid options also considered.

Role Type:

- Full Time - 37 Hours per week

Flexible and hybrid working, with a commitment to attend the office at Hoci Cymru, Sport Wales National Centre, Sophia Gardens, Cardiff, once a week.



OUR COMMITMENT TO EDI

Hoci Cymru is committed to creating a diverse environment and is proud to be part of the Stonewall Diversity Champions programme. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.

Please see below a few examples of best practice where we are striving to embed EDI into our everyday services.

All staff members at Hoci Cymru have completed the "Show Racism the Red Card" training, demonstrating our strong commitment to creating an inclusive and respectful environment in Welsh hockey.

We have signed up to the EuroHockey Equally Amazing charter:
<https://eurohockey.org/eurohockey-equally-amazing-campaign>





WELCOME

This is an exciting opportunity to play a central role in supporting the future of hockey in Wales. At Hoci Cymru, we are committed to growing the sport at every level. From grassroots participation and community engagement to performance pathways and national representation. To achieve that, we need strong, effective organisational support, and this role is vital to our success.

We are looking for someone who enjoys bringing order, accuracy and efficiency to a busy working environment. As Business & Finance Manager, you will help ensure our day-to-day operations run smoothly, providing support across finance, payroll, HR administration, governance and office management. You will work closely with colleagues and stakeholders, helping the organisation deliver its work with professionalism and attention to detail.

This role would suit someone who is highly organised, adaptable and motivated by making a meaningful contribution to a purpose-driven organisation. You will join a passionate team based at Sophia Gardens, working in an environment where collaboration, service and continuous improvement are highly valued.

At Hoci Cymru, we want people to thrive at work while contributing to something bigger than themselves. If you take pride in getting the detail right, enjoy supporting others, and want to help strengthen the systems that enable sport to flourish, we would be delighted to hear from you.



MAIN DUTIES

Finance

Transactional Finance: Manage the purchase and sales ledgers, processing supplier invoices, raising client invoices, and ensuring timely credit control. (QuickBooks / Dext / ApprovalMax).

Banking & Reconciliations: Perform daily banking checks, process bank transfers, and complete monthly bank reconciliations across all accounts and credit cards.

Expense Management: Process and audit staff and volunteer expense claims in alignment with Hoci Cymru' financial policies.

Budget Support: Assist budget holders with data entry, routine calculations, and preparing monthly variance or performance reports to monitor organisational spend.

End-to-End Payroll: Collate, calculate, and prepare all monthly payroll data for staff, permanent coaches, and casual workforce.

Pensions & Benefits: Oversee the administration of the company pension scheme, auto-enrolment compliance, and employee benefits.

HMRC Liaison: Manage real-time information (RTI) submissions, tax code updates, and year-end procedures (P60s/P45s).

Partnership Management - Ensuring effective working relationships with partners such as the Welsh Sports Association.

Annual Audit - Assist with the preparation of the annual accounts including liaison with auditor



MAIN DUTIES

HR Administration

Onboarding & Offboarding: Coordinate the administrative process for new starters and leavers, including drafting contracts of employment and managing referencing.

System Maintenance: Maintain accurate, highly confidential employee records on the internal HR system, tracking annual leave, sickness, and training certifications.

Policy development and Update: Play a role in supporting the updating and development of the staff handbook and company policies.

Partnership Management: Liaise with our key partners Key safety and BreathHR

Health and Safety: Provide general support with Health & Safety related administration.

Chief Executive support Provide general administrative duties including formatting of letters, documents, and emails. Provide general support for meetings – distribution of agendas, minutes, correspondence and other documentation for General Meeting and Hoci Cymru Board meetings. Provide general support for Sport Wales Capability Framework.

Operational & Headquarters Support

Office Coordination: Support the day-to-day operations of the Sophia Gardens office, handling general inquiries, ordering supplies, and managing incoming/outgoing post.

Governance Support: Assist in preparing logistical arrangements and documentation for Board meetings, Annual General Meetings (AGMs), and internal committees. Play a role in supporting with all governance and finance reviews.

Event Support: Provide occasional operational or administrative assistance during major national tournaments, pathway events, and community initiatives.

Bookings: Oversee and administer club bookings at Sport Wales National Centre, work closely with the performance and development team to ensure facilities are booked in a timely manner.

Grant in Aid: Oversee the management of the Grant-in-Aid facility and accommodation budgets



PERSON SPECIFICATION

YOUR KNOWLEDGE AND EXPERIENCE

Essential: Knowledge

Providing Service – exceeds the expectation of internal and external customers through the quality of service, meeting their needs and demonstrating the added value of the service provided.

Oral Communications – Explains or presents factual information to individuals or groups in a structured, clear, confident and concise way avoiding the use of jargon. Explains the reasoning behind what is being said to ensure understanding and acceptance.

Experience

Planning and Control – achieves organisational goals by establishing priorities, actions, milestones and constraints in a logical sequence and checking progress against these plans taking corrective action as required.

Financial Background: Proven experience working in a finance function, bookkeeping role, or accounts department (AAT qualification or equivalent experience is highly desirable).

Payroll Processing: Demonstrable experience administering monthly payroll schemes and navigating basic HMRC rules.

Software / Equipment – Detailed knowledge of Microsoft software and office equipment and their integration into the workplace for a range of tasks, and the use of excel to maintain databases. Experience and knowledge of utilising QuickBooks.



PERSON SPECIFICATION

YOUR KNOWLEDGE AND EXPERIENCE

Essential: Skills

Attention to Detail – ensures that information is correctly processed, and that work complies with relevant internal / external procedures and regulatory requirements. Checks works of self and others.

Team Working – works co-operatively and productively with others; openly exchanges information and supports colleagues from around the organisation to achieve organisation goals.

Self-Motivation – puts personal energy and commitment into completing a piece of work and doing it to the best of their ability. Looks for ways to meet and exceed challenging performance standards and targets, is able to work on one's own initiative.

Self-Work Organisation – Uses a range of planning and time management techniques to plan, co-ordinate and control own work and to work to deadlines with others.

Approachable and flexible - Excellent organisational and natural leadership skills. Desire to improve the lives of organisations employees by simplifying day to day processes. Comfortable wearing multiple hats and shifting priorities between finance and broader team operational tasks.



PERSON SPECIFICATION

YOUR KNOWLEDGE AND EXPERIENCE

DESIRABLE:

Organisational awareness – a good understanding of the Company’s overall aims, structures, and policies together with a very good understanding of the structures and activities of own organisation area and how it supports the needs of the organisation.

Influencing – build commitment to a recommendation or course of action by understanding the position of others and presenting arguments, facts and figures in a way they will find most persuasive.

Sports/NGB Sector: Prior experience working within a sports governing body, third-sector organisation, or a similar multi-functional, member-led environment.

Oral Communication - the ability to speak Welsh.

Knowledge of Hockey.



HOW TO APPLY

To apply:

- Submit a CV and supporting letter outlining how you meet the role criteria
- Please return your application to paul.whapham@hockeywales.org.uk
- Submit equality monitoring information <https://forms.office.com//H5wki99TRE>
- For further information on the role please contact Paul Whapham, CEO at paul.whapham@hockeywales.org.uk



Closing Date

8th July

Midday

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Facebook - @Hoci Cymru
X - @HockeyWales
Instagram - @hoci_cymru

Hoci Cymru is an equal opportunity employer and is committed to delivering our Equity Policies. We positively encourage and welcome applications from every community.

Hoci Cymru kindly thanks Sport Wales and GB Hockey for their continued support for hockey in Wales.