



<b>Role title</b>	Business & Finance Manager	<b>Full or Part Time</b>	Full Time
<b>Reports to</b>	Chief Executive	<b>Roles reporting into the role holder</b>	None
<b>Role purpose</b>			
<p>The Business and Finance Manager will play a crucial role in ensuring the smooth and efficient running of Hoci Cymru’s day-to-day operations. This hybrid position combines core financial processing and payroll management with vital human resources administration and broader governance support. The successful candidate will act as a central pillar for the staff team, ensuring compliance, financial accuracy, and an organised workplace environment at our Sophia Gardens headquarters</p>			
<b>Responsibilities / Main Duties</b>			
<ul style="list-style-type: none"> <li>• <b>Finance</b> <ul style="list-style-type: none"> <li>❖ <b>Transactional Finance:</b> Manage the purchase and sales ledgers, processing supplier invoices, raising client invoices, and ensuring timely credit control. (QuickBooks / Dext / ApprovalMax).</li> <li>❖ <b>Banking &amp; Reconciliations:</b> Perform daily banking checks, process bank transfers, and complete monthly bank reconciliations across all accounts and credit cards.</li> <li>❖ <b>Expense Management:</b> Process and audit staff and volunteer expense claims in alignment with Hoci Cymru’ financial policies.</li> <li>❖ <b>Budget Support:</b> Assist budget holders with data entry, routine calculations, and preparing monthly variance or performance reports to monitor organisational spend.</li> <li>❖ <b>End-to-End Payroll:</b> Collate, calculate, and prepare all monthly payroll data for staff, permanent coaches, and casual workforce.</li> <li>❖ <b>Pensions &amp; Benefits:</b> Oversee the administration of the company pension scheme, auto-enrolment compliance, and employee benefits.</li> <li>❖ <b>HMRC Liaison:</b> Manage real-time information (RTI) submissions, tax code updates, and year-end procedures (P60s/P45s).</li> <li>❖ <b>Partnership Management</b> - Ensuring effective working relationships with financial partners such as the Welsh Sports Association.</li> <li>❖ <b>Annual Audit</b> - Assist with the preparation of end of year annual accounts including liaison with external auditors.</li> <li>❖ Member of Governance &amp; Risk working group, preparing relevant papers and information.</li> </ul> </li> </ul>			

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- **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

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Knowledge/Experience/Skills	
Essential	Desirable
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>❖ <u>Providing Service</u> – 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.</li> <li>❖ <u>Oral Communications</u> – 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.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>❖ <u>Planning and Control</u> – 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.</li> <li>❖ <u>Financial Background</u>: Proven experience working in a finance function, bookkeeping role, or accounts department (AAT qualification or equivalent experience is highly desirable).</li> <li>❖ <u>Payroll Processing</u>: Demonstrable experience administering monthly payroll schemes and navigating basic HMRC rules.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <u>Organisational awareness</u> – 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.</li> <li>❖ <u>Influencing</u> – 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.</li> <li>❖ <u>Sports/NGB Sector</u>: Prior experience working within a sports governing body, third-sector organisation, or a similar multi-functional, member-led environment.</li> <li>❖ <u>Oral Communication</u> - the ability to speak Welsh.</li> <li>❖ <u>Knowledge of Hockey</u>.</li> </ul>



- ❖ 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.

#### 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.



<ul style="list-style-type: none"> <li>❖ <u>Meticulous Attention to Detail</u>: High accuracy in data entry and financial calculations.</li> <li>❖ <u>Making Good Decisions</u> – selects the best course of action at the level of work and accepts responsibilities for the outcome.</li> <li>❖ <u>Making Change Work</u> – helps the organisation to introduce changes to structures, processes, products and services effectively and efficiently by focusing effort and commitment on making the change work.</li> </ul>	
<b>Behaviours &amp; values</b>	
<ul style="list-style-type: none"> <li>• Teamwork.</li> <li>• Integrity, honesty &amp; respect.</li> <li>• Strong work ethic, willingness to go above and beyond.</li> <li>• Customer service excellence.</li> <li>• Decisive, positive and solution focused.</li> <li>• Innovative and creative.</li> <li>• Passionate and energy for the role.</li> <li>• Respects confidentiality.</li> </ul>	
<b>Further Information</b>	
<p>Will the role holder have direct and regular access to young persons under the age of 18 within the context of the role or any subsequent related activities or responsibilities? NO</p>	
<p>This job description is only a summary of the role and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.</p>	
<b>Completed by name/role</b>	Paul Whapham CEO
<b>Date</b>	12.6.26