



Finance Manager Role Pack



Introduction

Thank you for your interest in joining Oxfordshire Cricket. We're delighted that you're considering becoming part of our team.

*As **Finance Manager**, you will play a key role in ensuring the financial health and sustainability of Oxfordshire Cricket. This position offers an exciting opportunity to contribute to the growth of cricket across the county by supporting effective financial planning, management, and reporting.*

Working closely with the Board and senior team, you'll help maintain strong financial controls, oversee budgeting and forecasting, and provide clear financial insight to guide strategic decisions. Your work will underpin our ambition to grow the game, widen participation, and strengthen our community impact.

We're looking for an organised, detail-oriented finance professional who brings both rigour and initiative to the role. You will combine technical financial skills with a collaborative approach, supporting our mission to make cricket accessible, inclusive, and sustainable for all in Oxfordshire.

Please take a moment to explore our website at www.oxfordshire.cricket, where you'll find more about who we are, the work we do, and the communities we serve.

If our mission resonates with you, and you're excited by the opportunity to drive lasting impact, we'd love to hear from you.

Nick Pinhol

Managing Director



About the Organisation

At Oxfordshire Cricket our mission is to develop and protect the future of cricket by making it a sport of choice in Oxfordshire.

Overview

We are responsible for growing the game through increasing participation at all levels in Oxfordshire. We manage a comprehensive programme of representative cricket for boys, girls, women and men. Our elite programme is a proven provider of talent to the first-class game. We work hand in hand with Sussex, our first-class partner in providing a progression pathway for our best young players.

Oxfordshire Cricket employs 7 full-time staff and 4 part-time staff with a larger casual workforce and an annual turnover of c. £800k. We have 86 affiliated clubs, 44 junior sections, 14 women's sections and 23 girls' sections.

Further information can be found on our website by [clicking here](#).

History

The Oxfordshire Cricket Board (OCB) was formed in 1996 as an amalgamation of the Oxfordshire County Cricket Club (OCCC) and the Oxfordshire County Cricket Association (OCCA). Oxfordshire were unique at this time in merging its County Club and Association into a single body, a move that is now being followed by other counties. In April 2011 the OCB was incorporated as a company limited by guarantee. This met one of the ECB's criteria for becoming a high-performing County Cricket Board. We are one of the 41 voting members of the national governing body.

County cricket in Oxfordshire can be traced back to 1779 when the county played a match against Berkshire. By 1787 a County Club existed, the first such organisation in the UK. Although in and out of existence during the 19th Century, Oxfordshire was one of the founder members of the Minor Counties Cricket Association (MCCA) when it started its competition in 1895. After folding in 1906, the County Club was resurrected in December 1921 and has played in the Minor Counties Championship since that date.

Oxfordshire has been National County Champions on 5 occasions, in 1929, 1974, 1982, 1989 and most recently in 2021. In 2014 they were finalists in the Unicorns Trophy knock-out competition. In 2022 Oxfordshire won the T20 competition for the first time, beating Cambridgeshire in the final.

Our 2024 Impact

- 7000+ Unique Participants
- 4500+ Adult Recreational Players
- 4300+ Junior Recreational Players
- Over 2100 National Programmes Players
- Street Projects in Cowley, Banbury and Blackbird Leys
- 290+ Pathway, Bulls and Falcons Fixtures
- 1100+ Pathway, Bulls and Falcons Coaching Hours

Job Description

Job Title:	Finance Manager		
Department/Group:	Central	Reporting to:	Managing Director
Location:	Flexible within Oxfordshire	Travel Required:	Yes
Level/Salary Range:	£12,500-£14,500	Position Type:	2 Days a week - 15hrs

Role Description

Aims of the Role

Oxfordshire Cricket's mission is:

'To make cricket open for All'

Oxfordshire Cricket is dedicated to promoting and developing cricket across the county — from grassroots participation to elite performance. As a soon to be registered charity and a key partner of the England and Wales Cricket Board (ECB), we are committed to delivering community impact through sport.

We are seeking a proactive and detail-oriented **Finance Manager** to oversee all aspects of financial management and reporting. This role is ideal for an experienced finance professional looking for a flexible, part-time opportunity with purpose.

Role and Responsibilities

Key Responsibilities:

Financial Administration

- Manage all bank accounts, and ensure cashflow sufficiency.
- Liaise with the bank on all operational and compliance matters.
- Processing payments, receipts, and expenses
- Oversee the administration of payroll, including coordination with the outsourced payroll provider and accurate data entry into the payroll portal.
- Ensure timely payment of PAYE, pensions, and other statutory obligations.

Bookkeeping and Accounting

- Manage QuickBooks Online, ensuring all transactions are correctly recorded and bank reconciliations are performed regularly.
- Oversee month-end and year-end close processes, including accruals, prepayments, deferred and accrued income.
- Track and record restricted and unrestricted fund movements (including Foundation donations and grants).
- Support the implementation and enhancement of financial controls, ensuring strong governance and compliance with charity finance regulations.

Reporting and Analysis

- Prepare monthly management accounts, including P&L, balance sheet, and cashflow statements.
- Provide financial analysis and commentary for the management team and Trustee Board.
- Lead on budget preparation, forecasting, and variance monitoring against actuals.
- Develop and maintain a finance reporting deck for Trustee meetings.

- Prepare and monitor cashflow forecasts and assist with strategic financial planning (e.g. 3–4 year projections).

External Liaison

- Work closely with external accountants and auditors, providing all required schedules and documentation for annual accounts and independent examination.
- Manage key relationships with HMRC, Companies House, and the Charity Commission, ensuring timely and accurate statutory submissions.
- Support grant applications and reporting, including preparation of financial reports for funders and sponsors.

Governance and Systems

- Maintain a clear and up-to-date chart of accounts aligned with reporting requirements.
- Ensure compliance with charity accounting standards (SORP).
- Recommend process improvements for efficiency and transparency in financial management.
- Safeguard financial data integrity through good digital practices (e.g. user access control, backup, version tracking).

Ad Hoc Duties

- Respond to information requests from management, auditors, and the Trustee Board.
- Provide support for projects, events, and community programmes requiring financial oversight.

Additional Responsibilities:

- Undertake other tasks as requested by the Managing Director where needed.

Essential Skills & Experience

- Qualified or part-qualified accountant (ACA, ACCA, CIMA, or equivalent), or substantial equivalent experience.
- Demonstrable experience managing finance in a charity or not-for-profit setting.
- Hands-on experience with QuickBooks Online and Excel-based financial modelling.
- Good understanding of charity fund accounting (restricted/unrestricted funds).
- Excellent attention to detail, organisation, and communication skills.
- Ability to work independently and manage time effectively within a part-time schedule.

Desirable Skills & Experience

- Interest in or understanding of grassroots or community sport.
- Experience preparing information for Boards or Trustees.
- Familiarity with ECB funding frameworks or grant reporting.

Time Commitment & Flexibility

- Approximately 2 days per week (can be spread flexibly over the week).
- Combination of remote and in-office work (office base in Oxfordshire).

- Attendance at quarterly Trustee meetings may occasionally be required.

Oxfordshire Cricket is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.

OTHER REQUIREMENTS

- This role will require the individual to be able to travel independently

Additional Notes

- This role will require flexibility from the role holder in terms of hours of work. There will be requirements to work both weekends and evenings. However, Oxfordshire Cricket is committed to the Wellbeing of its employees and will ensure that the role holder has appropriate time off during their week.
- This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by Oxfordshire Cricket Board Ltd

How to Apply

Please complete and submit the Safer Recruitment Application Form to Nick Pinhol at NPinhol@oxoncb.com **by 17:00 on 5th December 2025.**

References

All offers of employment within Oxfordshire Cricket are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- satisfactory completion of the probationary period.

NOTE

Potential candidates with queries not already addressed in this job pack might like to contact Nick Pinhol at NPinhol@oxoncb.com to have those questions answered. Please note though that this is not a necessary part of the application process and is really just to cover the possibility of very specific questions needing to be answered prior to an actual application. Contact for this should be made via email to NPinhol@oxoncb.com