

FINANCE AND ADMINISTRATION MANAGER

REPORTING INTO HEAD OF OPERATIONS AND PLAYER SERVICES

BACKGROUND

The RPA is the representative body and collective voice of professional rugby players in England which was established in 1998 to look after the interests of all professional players, from Academy players to the superstars of the international game. The RPA offers members Player Welfare and Representation services as well as a comprehensive Player Development Programme to help prepare them for life after rugby. The RPA has also acted as the exclusive commercial representative of the England Team since February 2004. The RPA is a Not for Profit organisation consisting of three separate entities; The Rugby Players Association (Registered Trade Union), RPA Management Ltd (commercial entity whose activities provide financial support to the RPA) and Restart Rugby (Registered Charity).

THE ROLE IN A NUTSHELL

The Finance and Administration Manager will report into Head of Operations and Players Services, along with working closely with the Finance Director, with the overall purpose of the day-to-day processing of all accounting entries and assistance in the preparation of monthly and annual accounts.

The successful candidate will also provide strong administrative support for the successful operational delivery of the RPA's membership function, and to support key office management tasks. You will work with the Head of Operations and Player Services but will also work with other staff across the organisation.

WHAT YOU NEED TO DO

FINANCE & BOOKKEEPING

The responsibilities of this role include but are not limited to:

- Preparation of monthly accounts up to trial balance
- Processing payments for the purchase ledger and all transactions relating to sales ledger
- Dealing with supplier queries via email and telephone contact
- Prepare bank reconciliations
- Processing all transactions through SAGE LINE 50 accounting software in line with deadlines
- Processing and reconciliation of monthly credit card statements
- Liaising with external payroll provider regarding RPA monthly payroll, including all year-end related submissions and documents (e.g. P60s and P11ds)
- Reconciliation and online submission of quarterly VAT returns
- Reconciliation and maintenance of company fixed asset register
- Posting agreed journals
- Raising customer invoices/chasing overdue payments
- Dealing with ad-hoc duties, including occasional management and banking of cash.

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MEMBERSHIP

ADMINISTRATION

- Process new member applications and renewals across all types of membership
- Deal with membership communications including welcome packs, renewal reminders and confirmations
- Input, maintain and cleanse data held in our membership data sources
- Ensure accurate financial transactions connected to membership including generation of Club membership invoices.
- Assist the Head of Operations and Player Services with delivery of key projects.
- Provide assistance in the administration of the RPA Education Grants scheme including processing applications to produce data for panel meetings, notifying players of grant outcomes and managing the payment process.
- Assist with producing reports including grant activity reports and membership analysis as needed.
- Support database development and improvement
- Support legislative compliance with GDPR
- Contribute to and support the delivery of our membership and strategic plans
- To perform other ad hoc duties as required

MEMBERSHIP AND MARKETING SUPPORT

- Support the Head of Operations and Player Services and Communications Manager with the creation and production of member resources.
- Support the Head of Operations and Player Services and the Communications Manager with the content and maintenance of the member App and member sections of the website.
- Support the Head of Operations and Player Services with delivery of membership communications.
- Support the Head of Operations and Player Services with data and insights relating to the membership as required.

GENERAL ADMINISTRATION

- Ad-hoc requirements to coordinate internal and external meetings and conference calls, assist with event set-up, and record minutes.
- Provide general assistance with HR matters, including but not limited to:
 - o Assist in the administration of recruitment process.
 - o Leaver/Joiner documentation
 - o Administration of online HR platform, including holidays and absence.
 - o Liaising with various HR related providers and suppliers, including Private Medical and Life Insurance providers.

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WHAT YOU NEED TO HAVE

- Have proven prior experience in a similar accounts or finance related position.
- Experience with using Sage Line 50
- Accounts and processing accounting entries.
- Excellent administration and organisational skills
- A team player with the ability to work independently and proactively within tight deadlines.
- Effective use of all Microsoft Office programs
- Good attention to detail, self-starter and determination to succeed.

CULTURE AND VALUES

We are a strong values driven organisation and it is likely that if you share these values you will fit in well at the RPA. Those values are:

- **Authentic** - Our agenda is co-created with our members. We work to build honest relationships and seek to add value to every room we enter. The RPA will always act with integrity.
- **Driven** - Stepping forward to create positive change. We wish to be re-evaluated. We are passionate about Rugby Union, working relentlessly to create a united game.
- **Open** - We work to build a more inclusive game, empowering players to speak up about things that matter to them. We are agile, adaptable and transparent, always wanting feedback.
- **Supportive** - We exist to support players past, present & future. We are caring and dependable, always working behind the scenes. Our team goes above and beyond for each other and our members.

REWARD PACKAGE

- Salary
- Pension
- Private Medical Insurance
- Life and Critical Illness Cover
- Gym Contribution

OTHER INFORMATION

At the RPA we are committed to the personal growth and development of both our colleagues and our members, and as such we place a real emphasis on everyone having a personal development programme in place, including continuous professional development where appropriate. Working with your line manager you will identify the areas of your own development that deliver your personal ambitions, and the skills and expertise that meet the needs of the organisation, both now and in the future. Cocreating this plan, and being creative and resourceful in how that plan is delivered is part of the overall appraisal process. More importantly we see this as an important part of everyone's overall reward package and what makes the RPA a special place to work.

DETAILS

Salary: Competitive plus comprehensive company benefits

Location: Hybrid working, with in person co-working days currently one day per week in the Kingston/Twickenham area. Preferably live within a commutable distance to Central London.

Closing date: 5pm – Friday 17th November 2023 (Please assume that you have been unsuccessful on this occasion if you are not contacted within 14 days of the closing date)

How to apply: Please send your CV and covering note, including salary expectations, to: careers@theRPA.co.uk

Interview dates: Week commencing 27th November or 4th December 2023