



Job Vacancy: Management Accountant & Governance Coordinator

Ref: OPS-JC-01

Salary: £32,000 to £34,000 + Benefits + Pension

Contract: Open ended/Permanent

36.25hrs per week (Standard)

Would you like to work within one of the fastest growing sports in the UK?

British Triathlon is the National Governing Body for Triathlon, Duathlon and Aquathlon in Great Britain, responsible for raising the profile and delivering medal-winning performances and helping everyone discover, enjoy and achieve in triathlon.

We are looking for an excellent Management Accountant and Governance Coordinator to join our small and friendly team. Triathlon knowledge is not essential for this role.

You will be detail focussed with a hands-on approach and comfortable dealing with all levels of the accounting process. Briefly, the successful applicant would be responsible for ensuring the integrity of the accounts from payroll and budgeting, monthly management account through to Year End. Your highly organised nature will also lend itself to supporting the governance of the organisation.

In return, alongside your salary and generous benefits, we will offer you support in your professional development.

The role will be based at the British Triathlon headquarters located at Loughborough University; however, the nature of the role may require very occasional evening and weekend working and travel.

Please see the job description for a detailed outline of the role and person specification.

Informal enquiries can be made to Anne Vinestock (Director of Finance), by email at annevinestock@britishtriathlon.org

To apply:

Please visit www.britishtriathlon.org/about/vacancies for our application form, job description and equality form. A covering letter explaining why you feel you are suitable for the role, together with your completed application form and equality form, should be e-mailed to: hr@britishtriathlon.org. Please quote the reference number OPS-JC-01. Should you require application forms in an alternative format/language or any adjustments to be made throughout the application process or upon appointment, please contact HR and we will make every effort to meet your specific requirements.

Closing Date: Midday, Monday 7th December

Interview Date: Tuesday 15th December

British Triathlon is committed to equality of opportunity for all staff and is keen to address areas of underrepresentation in its workforce and would particularly welcome applications from all suitably qualified persons from the BAME community, disabled people and people from the LGBT+ Community.

Details of our Equal Opportunities Policy can be found [here](#).

