



TABLE TENNIS ENGLAND RECRUITMENT PACK

## Accounts Assistant

APRIL 2026

 [tabletennisengland.co.uk](http://tabletennisengland.co.uk)

# ABOUT US

## CULTURE & VALUES



 **OUR VALUES**

**PLAY TO WIN**  
We strive for excellence in all that we do, continuously driving forwards to make a positive change and supporting others to win their way

**RALLY TOGETHER**  
Uniting to achieve a shared purpose, bringing others on the journey to success

**EVERYONE'S GAME**  
We celebrate diversity, foster belonging and ensure everyone feels their contribution to the game is recognised and meaningful

## WHO WE ARE

We are the National Governing Body for table tennis in England with a team of 40+ staff; we are also appointed by Great Britain Table Tennis to lead the operational delivery of the GB Performance Programme which is solely focused on preparing athletes to represent Great Britain at the Olympic Games.

# ABOUT US

In line with our Level the Table strategy, Table Tennis England is committed to becoming a more diverse and inclusive organisation to bring new and different perspectives to our work. So that we can more closely reflect UK society, we particularly encourage applications from individuals within groups which are currently underrepresented, namely candidates who identify with different gender attributes, from an ethnically diverse background and/or individuals with a disability or long-term health condition, and/or those at any stage of their career.



Should you require assistance with the application process, please contact HR and we will make every effort to meet your specific requirements. Table Tennis England operates under the Disability Confident Scheme.

## OUR PURPOSE

To host generations of players at our table.

## OUR VISION

To be a table tennis nation, competition for all.

## OUR STRATEGY

[Table Tennis United](#) is the blueprint for table tennis in England and sets out our bold ambitions through four pledges:

### 1. Table tennis will be a thriving community - a sport for everyone with no barriers to taking part

- a. Working in partnership
- b. Growing a grass roots workforce
- c. Participation with a purpose
- d. Competition for all

### 2. Culture change across the pathway that inspires world class performances and medal success

- a. World class pathway
- b. World class behaviours
- c. World class environments

### 3. Connection across the table tennis community

- a. Building our digital capability
- b. Staging fantastic events
- c. Developing our partners

### 4. A high performing organisation that is not just fit for today but is fit for the future

- a. A powerful culture
- b. Tackling inequalities
- c. Investing in people
- d. Influencing our partners
- e. Inspiring change
- f. Growing our owned income

# THE ROLE

**Title:** Accounts Assistant    **Contract type:** Permanent, full-time

**Department:** Finance

**Remuneration:** £27 to £29k dependent on experience/qualifications

**Location:** Hybrid, with a minimum of 2 days per week in the Milton Keynes, Head Office after successful completion of 6-month probationary period

## ROLE PURPOSE

The purpose of the Accounts Assistant role is to support the effective delivery of Table Tennis England's finance function. The role focuses on maintaining accurate financial records, supporting day-to-day finance processes, and working with colleagues and external partners to ensure financial activities are completed efficiently and in line with organisational procedures.

## THE OPPORTUNITY

The Accounts Assistant role presents an excellent opportunity for an organised and detail-driven individual who is motivated by supporting the effective running of a national sports organisation. You will play an important part in ensuring that Table Tennis England and its external partners are supported by accurate financial records and well-managed finance processes.

You will share our ambition and values and take pride in being part of the wider team that enables the sport to thrive at every level. Working within the Finance Team, the role will contribute to the smooth day-to-day operation of core finance activities, providing reliable support that underpins informed decision-making across the organisation.

This role offers a practical and varied opportunity to develop experience within a busy finance function, requiring a proactive approach, strong attention to detail, and the ability to work collaboratively with colleagues across the business.

## KEY RESPONSIBILITIES

- Assist with the preparation of monthly management accounts
- Process the purchase ledger and other payments
- Prepare Monthly Control Accounts
- Prepare statements of income and expenditure
- Undertake credit control responsibilities
- Assist in the preparation of year-end accounts
- Complete journal entries
- Preparing financial reports as required
- Enter payments online using banking software
- Accounts reconciliation, including petty cash
- Uploading documents into the finance system to ensure accuracy and correct processing
- To assist with other finance tasks as required

Any other reasonable duties to support the effective and efficient operation of TTE

# PERSON SPECIFICATION

ESSENTIAL or DESIRABLE

<b>KNOWLEDGE &amp; EXPERIENCE</b>	<b>E / D</b>
Level 4 AAT (or similar) accounting qualification or part qualified	E
Previous experience in an assistant role	D
Previous experience of working with computerised accounting software	E
Strong proficiency in Word, Excel and other Microsoft Office products	E
Previous finance administration experience	E

<b>SKILLS &amp; ABILITIES</b>	<b>E / D</b>
Strong attention to detail and accuracy	E
Excellent planning and organising abilities with the ability to prioritise effectively	E
Professional approach when dealing with customers over the phone and via email	E
Ability to work effectively as part of a team and comfortable working under own motivation and remotely	E
Background knowledge or awareness of the principles of safeguarding	E
A commitment to Equality, Diversity & Inclusion as part of our "Level the Table" Strategy	E

# BENEFITS

- An impressive range of facilities at the National Badminton Centre, including café with staff discounts
- Gym membership contribution or option to subscribe to on-site gym
- Employee Assistance Program
- 25 Days of Paid Leave plus Bank Holidays (full-time employees)
- Learning & Development opportunities
- Cycle to Work Scheme
- Vision Cover: Contribution towards eye tests and glasses
- Employee-supported Volunteering days
- Long Service Awards
- Free On-Site parking
- The People's Pension with Employer Contributions of 3%
- Table Tennis England Membership, plus access to discounts from a range of suppliers and partners
- TTE Kit
- Work Life/Family Balance, including flexible and agile working options



# HOW TO APPLY

## YOUR APPLICATION

If you feel inspired by this opportunity and excited to join the Table Tennis England team, please submit the following, including what you can bring to the role and why you would like to be part of the team.

- CV (no more than two pages)
- Cover Letter

Please send your CV and Cover Letter to – [hr@tabletennisengland.co.uk](mailto:hr@tabletennisengland.co.uk)

The closing date for applications is **5pm on Wednesday 13 May 2026**

Interviews will be held on **Tuesday 26th May 2026**

For an informal discussion about the role, please contact [hr@tabletennisengland.co.uk](mailto:hr@tabletennisengland.co.uk)

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**tabletennisengland.co.uk**

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