



Job Description

FINANCE ASSISTANT (Maternity Cover)

About Leicestershire County Cricket Club

Leicestershire County Cricket Club (LCCC) is one of eighteen first-class county clubs within the domestic cricket structure of England and Wales. We represent the historic counties of Leicestershire and Rutland and are home to the Leicestershire Foxes in limited-overs cricket. We are committed to growing our supporter base, fostering diversity, and creating an inclusive workplace. This is an exciting time to join the Running Foxes family.

Following a successful season, LCCC is proud to now compete in Division One, marking a significant achievement in the Club's history.

Job Role:	Finance Assistant (Part-Time, Maternity Cover)
Reports to:	Finance Manager
Contract:	Fixed Term (approximately 9 months, starting February 2026)
Job Profile:	Supporting the Finance Manager on purchase and sales ledgers as well as credit control and weekly payroll processing.
Weekly hours:	A total of 20 hours per week, with flexibility over specific days worked and an emphasis on matchdays during the cricket season. Days of work to be confirmed as part of the application process.
Location:	Uptonsteel County Ground, Grace Road, Leicester, LE2 8AD

Main Duties:

- Manage the purchase ledger, including processing supplier invoices, liaising with suppliers, and reconciling with the purchase order system
- Assist the Finance Manager in maintaining financial stability and accurate records
- Compile and reconcile monthly supplier payments
- Oversee card payment processes for matchday and non-matchday events
- Carry out credit control to ensure timely payments
- Process internal transfers and cash/credit sales journals
- Provide general administrative support to the finance team

Person Specification

The postholder will ideally have:

Essential:

- Strong IT skills, including proficiency in Microsoft Excel
- Excellent attention to detail, accuracy, and initiative
- Good written and verbal communication skills
- Strong organisational skills and ability to meet deadlines

Desirable:

- Experience with Sage 50 Accounts and/or Sage 50 Payroll
- Previous experience in accounts payable or a similar finance/admin role

Why Join Us?

- Be part of a historic and ambitious cricket club
- Flexible working hours
- Staff benefits including matchday tickets and discounts
- Supportive team environment with opportunities for development

To apply:

Please email your CV and covering letter to sharronhunter@leicestershireccc.co.uk by midday on Friday 19th December 2025.

Equal Opportunities in Employment Policy Statement

Leicestershire County Cricket Club will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.

It is the intention of Leicestershire County Cricket Club that its work force, at all levels, should reflect the composition of the city's population. To achieve this Leicestershire County Cricket Club will take active and positive steps to eliminate discrimination and to promote equality in employment.

Safeguarding

Leicestershire County Cricket Club is committed to safeguarding protecting children, young people and vulnerable adults. As such, all posts are subject to a safer recruitment process, references will be sought upon offer of employment and background checks will be required.

Upon commencement of employment all new starters are required to undertake ECB and Club safeguarding training.