



**Middlesex  
Tennis**

## **MIDDLESEX TENNIS FINANCE LEAD VOLUNTEER TRUSTEE- ROLE DESCRIPTION.**

Middlesex Tennis is an award-winning charity - Our core aims revolve across five key areas: Inclusion, Workforce, Competition, Performance and Sustainability. We are the home of the 2024 US Open Junior Girls Champion - Mika Stojisavljevic, and we have created the pathway for many of our players to play professionally, and our inclusive players star on the world stage too.

Our Middlesex Leagues are the envy of the UK, with over 6,000 players competing every year.

We are renowned as pioneers and national leaders – excelling in our approaches to inclusive tennis, coach education, and environmental sustainability.

We are looking for an experienced Finance Lead to join our team of trustees. The charity is in robust economic health with an estimated turnover approaching £500,000 in 25/26. There are also healthy financial reserves in place - £300,000 of which is committed to Venue Loans at any given time.

We are looking for a proactive trustee to:

- Join our team of trustees to review our current financial practices, and work alongside our professional team to ensure that they are able to deliver our plans upon a rock solid and robust financial foundation.
- Join our team to help provide broader strategic oversight, check and challenge, and support the Chair and the professional team.

## **ABOUT MIDDLESEX TENNIS**

Middlesex Tennis is a registered charity that takes responsibility for the administration and development of tennis and padel throughout the County, from those just thinking of taking up the sports to tournament players of all levels.

The County Association affiliates to the Lawn Tennis Association (LTA) and upholds their rules and regulations. We work closely with the LTA to implement their vision of 'Tennis Opened Up' and support their mission to transform communities through tennis and padel to make them welcoming, enjoyable and inspiring to everyone.

The Middlesex Tennis Management Board is comprised of a group of volunteers, all of whom have a particular interest in tennis and padel and specialist skills relevant to the organisation and its work. Each Board Member is now a trustee as we have recently achieved charitable status. Middlesex Tennis has a small team of 7 salaried professional staff (4FTEs equivalent) that work with the Management Board and other volunteers.

We have set out an ambitious [3-year strategy](#). There are 7 strategic objectives:

- Performance
- Competition
- Governance and Finance
- Equality, Diversity and Inclusion
- Engagement and Communication



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- Workforce
- Environmental Sustainability

If you would like to know more about the role, please contact Phil Veasey (Middlesex Tennis Chair) on 07884 381024 or [Phil.Veasey@gmail.com](mailto:Phil.Veasey@gmail.com)

## **TIME COMMITMENT**

As this is a voluntary role, we understand that the postholder will have other commitments and responsibilities. Ideally, the successful candidate will commit 2-5 hours per week to the role and will attend up to 8 in-person meetings per year.

**Responsible to:** The Middlesex Tennis Chair

**Term of Office:** We are looking for a high quality candidate who will serve a minimum of 2 years. Please note there is a 9-year term limit on all Trustee roles in Middlesex Tennis.

## **HOW TO APPLY**

To apply, please email your CV together with a covering letter detailing your suitability for the role to the Middlesex County Office [county.office@middlesextennis.org.uk](mailto:county.office@middlesextennis.org.uk) by midnight on 22<sup>nd</sup> April 2025.



## **MIDDLESEX TENNIS FINANCE LEAD VOLUNTEER TRUSTEE- ROLE DESCRIPTION.**

### **RESPONSIBILITIES AS A TRUSTEE**

- To attend relevant formal meetings of the Association, LTA or Area Volunteer Forums, as required.
- To ensure the Management Committee is aware of any issues relating to the above.
- To work with other Management Committee members to carry out key responsibilities, such as:
  - To clarify and focus on the direction of tennis by creating an annual plan, prioritise its actions and to resolve any obstacles.
  - To provide the necessary direction required in terms of resource allocation (both volunteer and paid).
  - To ensure effective and relevant communication to all key stakeholders.
  - To oversee commercial interests of the organisation, ensuring sufficient funding/revenue is available, constantly review the allocation of the funding, consider additional sources of funding and to be responsible for ensuring that high levels of financial control are being followed.
  - To ensure that a constructive and productive relationship is maintained with the LTA and to ensure that the interests of the County are being represented.
  - To ensure that any changes or new initiatives/priorities from the LTA are communicated effectively to the Management Committee and to the relevant stakeholders.
  - To act as final arbiter on any differing points of interest and to act as final decision maker in the best interests of the organisation.

### **ROLE SPECIFIC RESPONSIBILITIES**

- Establish and manage all financial processes.
- Oversee the work of the salaried book keeper.
- Control all Bank and Investment Accounts held by the Charity.
- Maintain all financial regulatory requirements relating to the Charity Commission.
- Liaise regularly with our Accountant to ensure we are operating in an optimal way in terms of VAT and tax liabilities.
- Establish and maintain budgets and regularly review in partnership with the professional team – empowering them to maintain accurate annual budget profiling.
- Maintain detailed records of all income and expenditure.
- Ensure that invoices and wages are paid in a timely manner.
- Prepare regular financial statements and accounting reports for quarterly board meetings, and a review of actual financial performance against budget, together with a mid-year reforecast.
- Maintain a cashflow forecasting model linked to a rolling 3 year plan.
- Oversee provision of information to auditors and reports for the AGM.
- Oversee the processing of the Middlesex Tennis Venue Loans scheme, serve as a member of the Venue Loans Advisory Group, and ensure repayments are made.

### **SKILLS AND KNOWLEDGE**

- Recognised financial qualifications and skills.
- Good understanding of the core role of the County and associated resourcing requirements.
- Effective organisation, communication, diplomacy and presentation skills.
- Knowledge of tennis and tennis club/venue management, and of LTA direction and activities.



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- Ability to work in a team and motivate others.

## **WHY JOIN US?**

- Opportunity to make a significant impact on the delivery of our Strategic Plan – ensuring that we deliver against a firm financial foundation.
- Work within a passionate and supportive team of staff and trustees dedicated to tennis development.
- Take advantage of our newly achieved charitable status to help develop tennis in Middlesex.
- Our vision is 'Tennis Opened Up in Middlesex', and we are committed to creating a diverse environment where all colleagues feel included and a strong sense of belonging.
- We actively invite applications from all candidates who meet the criteria.
- We commit that everyone will receive equal consideration irrespective of your ethnicity, religion, sex, gender reassignment, sexual orientation, age, any disability, marital or civil partnership status, and pregnancy or maternity status.
- We particularly welcome applications from:
  - People from ethnically diverse communities
  - Deaf and disabled people
  - Members of the LGBTQ+ community
  - People with lived experience of the UK's many and varied communities