



Ref: F&GM - 22-7-26

The British Crown Green Bowling Association

Founded in 1907



Part Time Finance & Governance Manager Recruitment Pack - July 2026



Follow us on





Welcome from our CEO

Thank you for your interest in the role of Part-Time Finance & Governance Manager at the British Crown Green Bowling Association (BCGBA). This is one of the most significant appointments we will make as part of our continuing organisational development, and we are delighted that you are considering joining us.

BCGBA is proud to be the National Governing Body for Crown Green Bowls in England and Wales. Our role is to support and develop a sport with a rich heritage, a passionate volunteer network and more than 70,000 affiliated members. At the same time, we recognise that every sporting organisation must continue to evolve to meet changing expectations, strengthen governance and build long-term sustainability.

Over the past year we have embarked upon an ambitious programme of organisational development. We have begun modernising our governance arrangements, strengthening financial management, improving systems and processes, investing in safeguarding and compliance, and creating stronger foundations for the future. Whilst there is still much to do, we have made significant progress and have established a clear direction for the organisation.

The Finance & Governance Manager will play a central role in that journey.

Working closely with me, our Board of Directors and colleagues across the organisation, you will help shape how BCGBA operates for years to come. This is far more than a traditional finance role. It is an opportunity to influence organisational strategy, strengthen governance, improve systems and processes, support better decision-making and help build a modern, resilient national governing body.

The successful candidate will enjoy considerable autonomy, the opportunity to lead meaningful organisational improvement and the satisfaction of making a genuine difference to a sport that means so much to thousands of people across England and Wales.

If you are looking for a role where your professional expertise can have lasting impact, where you enjoy improving organisations, solving problems and working collaboratively with committed colleagues and volunteers, we would be delighted to hear from you.

Thank you again for your interest, and I look forward to receiving your application.

About the BCGBA

The British Crown Green Bowling Association (BCGBA) is the National Governing Body for Crown Green Bowls in England and Wales.

For generations, Crown Green Bowls has been at the heart of communities, bringing together people of all ages and backgrounds through friendly competition, volunteering and lifelong participation. Today, the Association supports a network of more than **70,000 affiliated members**, working alongside counties, leagues, clubs, volunteers and partners to protect and develop the sport.

Our responsibilities extend across every aspect of the game. We oversee national competitions, governance, safeguarding, disciplinary processes, membership administration, insurance, coach development and the wider strategic leadership of the sport. We also work closely with partners across the sporting sector to improve participation, strengthen clubs and ensure Crown Green Bowls continues to thrive for future generations.

Like many governing bodies, we are operating within an environment that continues to evolve. Expectations around governance, financial accountability, safeguarding, digital systems and organisational resilience have increased significantly in recent years. We believe these changes present an opportunity to build a stronger organisation that better supports everyone involved in the sport.

Over the past twelve months we have begun implementing a programme of organisational development focused upon creating a modern, sustainable and well-governed governing body. This includes strengthening financial controls, improving governance structures, modernising systems, developing clearer organisational processes and aligning our work with the Tier 3 Code for Sports Governance.

This journey is not about changing what makes Crown Green Bowls special. It is about ensuring that the organisation supporting the sport is equipped to meet the opportunities and challenges of the future.

The successful candidate will join BCGBA at an exciting stage of that journey. As Finance & Governance Manager, you will have the opportunity to influence how the organisation develops, helping to build systems, processes and ways of working that will support the sport for many years to come.

Why This Role Exists

The British Crown Green Bowling Association is committed to building an organisation that is financially sustainable, well-governed and equipped to support the sport for the long term.

Like many National Governing Bodies, our responsibilities have expanded significantly in recent years. Alongside delivering competitions and supporting clubs, counties and volunteers, we are expected to meet increasingly high standards of financial management, governance, safeguarding, regulatory compliance and organisational accountability.

Meeting those expectations requires more than strong financial management. It requires clear systems, robust processes, effective governance and an organisation that can continue to operate successfully regardless of changes in personnel or volunteers.

The Finance & Governance Manager has therefore been created to provide dedicated professional leadership across these areas. Working alongside the Chief Executive and Board of Directors, you will help strengthen the organisation's financial management, improve governance processes, enhance organisational resilience and support informed decision-making across the Association.

The role combines strategic thinking with practical delivery. On any given day you may be preparing management accounts, supporting a Board meeting, reviewing governance documentation, improving internal processes or helping implement a new financial system.

Most importantly, you will help create an organisation that is better equipped to support everyone involved in Crown Green Bowls—today and for many years to come.

About the Role

The Finance & Governance Manager is a senior professional role within BCGBA, reporting directly to the Chief Executive and working closely with the Board of Directors, volunteers and external partners.

Although finance forms an important part of the role, this is far broader than a traditional finance management position.

You will become a trusted adviser to the Chief Executive and Board, helping to ensure that financial information supports effective decision-making, governance arrangements remain robust and organisational processes continue to evolve in line with best practice.

The successful candidate will take ownership of the Association's day-to-day financial management while also contributing to wider organisational development. This includes improving systems and reporting, strengthening internal controls, supporting strategic planning and helping embed a culture of continuous improvement across the organisation.

The role offers significant variety and autonomy. You will work across finance, governance, compliance, administration and organisational development, engaging with colleagues, volunteers, external advisers and national partners to ensure that BCGBA operates efficiently, transparently and effectively.

This is an opportunity to make a lasting contribution to the future of a national governing body and to help shape the way the organisation supports the sport in the years ahead.

What Success Looks Like

The successful candidate will play a key role in strengthening BCGBA's financial management, governance and organisational effectiveness. Whilst there will be opportunities to contribute immediately, we recognise that understanding the organisation, its people and its ways of working is an essential first step. We are therefore looking for someone who enjoys learning, building relationships and identifying opportunities to improve the way an organisation operates.

During your first three months you will:

- Build strong working relationships with the Chief Executive, Board of Directors, volunteers and key external partners.
- Take ownership of the Association's day-to-day financial management and reporting responsibilities.
- Gain a thorough understanding of BCGBA's financial systems, governance arrangements and operational activities.
- Introduce or support the implementation of improved accounting, payroll and financial reporting processes.
- Establish regular management reporting that supports informed decision-making by the Board.
- Review, understand and reshape existing operational processes to ensure that key organisational responsibilities are appropriately structured, documented and aligned with a modern, sustainable operating model.
- Identify opportunities to improve efficiency, strengthen controls and reduce organisational risk.

Within your first year you will:

- Embed robust financial management and regular reporting across the organisation.
- Support the ongoing implementation of the Tier 3 Code for Sports Governance.
- Improve budgeting, forecasting, cashflow management and financial planning.
- Modernise financial systems and reporting to improve organisational effectiveness.
- Become a trusted professional adviser to the Chief Executive and Board of Directors.
- Help build an organisation that is resilient, well-governed and capable of supporting the future development of Crown Green Bowls.

What You'll Do

As Finance & Governance Manager, you will provide professional leadership across finance, governance and organisational operations, ensuring that the Association has the financial information, governance arrangements and business processes required to support effective decision-making and long-term sustainability.

Working closely with the Chief Executive, Board of Directors and volunteers, you will combine strategic thinking with practical delivery, helping to strengthen the organisation while maintaining excellent day-to-day financial and administrative operations.

The role is broad, varied and highly collaborative.

Financial Management:

- Prepare and present monthly financial information to support effective oversight of income, expenditure and financial operations.
- Maintain and improve procurement and financial control systems, ensuring compliance with relevant regulations.
- Support compliance with external financial and statutory requirements.
- Develop and maintain financial procedures and systems, including banking, invoicing, payments and year-end processes.
- Oversee payroll processes and liaise with pension providers.
- Ensure systems such as expenses and claims processes operate efficiently and accurately.
- Provide financial support to projects and programme teams.

- Work with budget holders to prepare annual budgets and support monitoring throughout the year.
- Support and train colleagues in using financial information and systems, helping to build confidence in financial management.

Grant and contract management

- Support colleagues to develop high-quality funding applications, including preparing budgets and advising on costing and pricing.
- Manage grant agreements and contracts, ensuring funder requirements are met and financial reports are prepared on time.
- Embed proportionate procurement, control and quality assurance processes to ensure value for money.
- Manage freelance contracts where required.

Governance

- Support statutory filings and reports, including submissions to Companies House.
- Work with the CEO to maintain and review the organisation's risk register.
- Support the Board of Directors by providing timely and clear governance information and advice.
- Monitor compliance with relevant legislation, policies and procedures, including data protection, safeguarding and conflicts of interest.
- Lead and support the organisation's progress towards Tier 3 Sports Code for Governance compliance.

General Administration

- Provide administration and liaise with the Competitions Committee and Country Secretaries to support the BCGBA competitions schedule is run smoothly and efficiently.
- Administer the BCGBA pages of mb bowls.
- A range of administrative and supporting duties as necessary

What You'll Bring

We're looking for an experienced finance professional who enjoys helping organisations improve and who is motivated by making a meaningful contribution to a national sporting organisation.

You may already work within the sports sector, the charity sector or a commercial organisation. What matters most is your ability to combine strong financial expertise with excellent organisational skills, sound judgement and a collaborative approach.

Essential experience and skills

- CCAB Qualification
- Experience in financial management, with responsibility for budgets, monitoring and reporting.
- Understanding of not-for-profit or similar financial environments, including restricted and unrestricted income.
- Experience using accounting software and financial systems.
- Experience of payroll processes.
- Understanding of governance requirements, including HMRC and Companies House.
- Ability to handle confidential information with integrity and care.
- Experience working with funder requirements and financial reporting.
- Ability to manage competing priorities and meet deadlines.
- Confident IT skills, including Microsoft Office applications.

Desirable

- Experience developing or improving financial procedures or policies.
- Experience supporting the preparation of annual accounts.
- Confidence supporting and explaining financial information to non-finance colleagues.

Personal qualities

- A commitment to the aims and purpose of BCGBA.
- A collaborative and supportive approach to working with others.
- A reflective and open mindset, willing to learn and adapt.
- A practical, proactive and solutions-focused approach.
- Acting with integrity and doing what is right, even when it is not the easiest option.

Our Values

Our values guide how we work with each other, our members and our partners. They shape how we make decisions and how we expect to behave every day. We are committed to working collaboratively, acting with integrity, and creating an inclusive and supportive environment where people feel respected and able to contribute.

Teamwork – Accountability – Innovation

Courage - Adaptability

Why You'll Enjoy Working With Us

Joining BCGBA offers the opportunity to make a genuine contribution to the future of one of England and Wales' most established sports.

As Finance & Governance Manager, you will enjoy:

Meaningful Work

Your contribution will directly influence how the organisation develops and supports thousands of participants, volunteers and clubs.

Variety

No two weeks are the same. The role combines finance, governance, organisational development, strategic planning and relationship management.

Flexibility

The role is home-based, offering flexibility while providing opportunities to engage with colleagues and volunteers across the country.

Professional Influence

You will work closely with the Chief Executive and Board of Directors, contributing directly to organisational strategy and decision-making.

Opportunity to Shape the Future

This is a newly developed role with significant scope to improve systems, influence organisational development and leave a lasting legacy.

Personal Development

As the organisation continues to evolve, we are committed to supporting learning, professional development and the continued growth of our people.

Employment Package

Contract - Permanent.

Salary - £36,000–£43,000 per annum (Full-Time Equivalent), depending on experience.

The role is offered on a 0.6 Full-Time Equivalent basis (three days per week). Subject to future funding and organisational growth, we anticipate increasing the role to approximately 0.8 Full-Time Equivalent over time.

Reporting Line - Chief Executive.

Location - The role is home-based with flexible remote working arrangements. Regular travel throughout England and Wales will be required to attend Board meetings, national events and occasional staff meetings. Travel expenses will be reimbursed in accordance with BCGBA policy.

Annual Leave - The annual leave entitlement for this role is 17 days per annum (pro rata), inclusive of bank and public holidays, based on a 0.6 FTE contract.

Pension - Subject to eligibility, you will be automatically enrolled into the Association's workplace pension scheme following the successful completion of your probationary period or after three months' service (whichever is sooner).

Probation - Three months.

Preferred Start Date - We hope the successful candidate will join the Association from 1 October 2026, or as soon as possible thereafter.

Inclusive recruitment

We are committed to creating an inclusive environment and welcome applications from people of all backgrounds, identities and experiences. We know that great candidates do not always meet every requirement listed, so we encourage you to apply if this role feels like a good fit for you.

If you need any reasonable adjustments during the recruitment process, please let us know. We are happy to discuss flexible working arrangements and support to help you perform at your best in this role.

Recruitment Process

We are committed to providing a fair, transparent and professional recruitment process that enables candidates to demonstrate both their technical expertise and their ability to contribute to the future development of the Association.

The recruitment process has been designed to assess not only professional knowledge and experience, but also the behaviours, values and collaborative approach that are essential for success within BCGBA.

Recruitment Timeline

Stage	Date
Applications open	Wednesday 22 July 2026
Closing date	Sunday 23 August 2026 – 12:00 BST
Shortlisting	24–26 August 2026
Candidates notified	Wednesday 26 August 2026
Assessment Day	Wednesday 2 September 2026

Following shortlisting, successful candidates will receive full details of the assessment process, including timings, location and any preparation required.

Assessment Process

Our assessment process has been designed to provide candidates with the opportunity to demonstrate both their professional expertise and their approach to working within a collaborative national governing body.

The Assessment Day will take place in person (location to be confirmed) and is expected to include a combination of:

- A competency-based interview exploring your experience, knowledge and approach.
- A practical exercise designed to assess financial analysis, prioritisation and decision-making.
- A discussion around governance, organisational improvement and continuous development.
- An opportunity to meet key members of the organisation and ask questions about the role and BCGBA's future direction.

Further information will be provided to shortlisted candidates following the shortlisting process.

How to Apply

If you are excited by the opportunity to help shape the future of Crown Green Bowls and believe you have the skills and experience we are looking for, we would be delighted to receive your application.

Please submit:

- A current CV outlining your employment history, qualifications and relevant experience.
- A covering letter (maximum two pages) explaining:
 - why you are interested in joining BCGBA;
 - why you believe you are suited to this role; and
 - what particularly attracts you to this opportunity.
- Responses to the three application questions below.

Applications should be submitted no later than 12:00 BST on Sunday 23 August 2026.

Late applications may not be considered.

Application Questions

In addition to your CV and covering letter, please provide responses (maximum 500 words per question) to the following:

Question One - Please describe your experience of producing financial information that has supported strategic decision-making by senior leaders, Boards or Trustees. Tell us about your role, the information you produced and the impact it had.

Question Two - Describe an occasion where you identified an opportunity to improve a financial, governance or organisational process. What was the issue, what action did you take and what was the outcome?

Question Three - This role combines finance, governance and organisational development within a volunteer-led sporting environment. What interests you about this opportunity, and how do you believe your experience will help BCGBA continue to develop as a modern, sustainable National Governing Body?

Use of Artificial Intelligence

BCGBA recognises that many applicants now make use of artificial intelligence tools to assist with preparing applications. We do not prohibit the use of AI to support spelling, grammar, formatting or the general presentation of written material.

However, all applications must accurately reflect your own experience, knowledge, skills and judgement.

The recruitment process is designed to assess your personal capability and suitability for the role. We therefore expect all examples, achievements and responses submitted within your application to be your own work and to be an authentic reflection of your experience.

During the assessment process, candidates will be expected to discuss their application in detail and demonstrate the knowledge, skills and behaviours described within it.

Inclusive Recruitment

The British Crown Green Bowling Association is committed to creating an inclusive environment where everyone is treated with dignity, fairness and respect. We welcome applications from all suitably qualified candidates regardless of age, disability, gender identity, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

We believe that diversity of backgrounds, experiences and perspectives strengthens organisations and improves decision-making. We are committed to recruiting on merit and providing equality of opportunity throughout our recruitment and employment practices. If you require any reasonable adjustments during the recruitment process, please let us know and we will be pleased to discuss how we can support you.

Further Information

If you would like an informal discussion about the role before submitting your application, please contact:

From Advertisement Date – 9 August

Kay Simnett, FCCA, MCIPD
Independent Board Director
British Crown Green Bowling Association
Email: independent2@bcgba.org.uk

From 10 August – Closing Date

Dan Newton
Chief Executive Officer
British Crown Green Bowling Association
Email: dan.newton@bcgba.org.uk
Telephone: 07477 911804

Closing Message

Thank you for your interest in joining the British Crown Green Bowling Association.

This is an exciting opportunity to play a leading role in strengthening the organisation that supports Crown Green Bowls across England and Wales. We are looking for someone who combines professional expertise with curiosity, collaboration and a genuine desire to make a positive difference.

If that sounds like you, we very much look forward to receiving your application and learning more about what you could bring to BCGBA.

Follow us on



The British Crown Green Bowling Association

Shop1 @ 83 High Street, Kinver, Stourbridge

West Midlands DY7 6HD

www.bcgba.org.uk

