



Finance Assistant
Hours: Full Time
Location: Manchester
Salary: Competitive

The Rugby Football League (RFL) is the governing body for the Sport of Rugby League in the United Kingdom.

We believe that Rugby League is more than a sport. It is a cultural identity, a passion, a way of life, and a practical force for good in communities. Its history is one of determination to succeed against the odds, to fight discrimination and intolerance, and to be an honest and authentic sport, which cares enough to make a difference to its fans, their families, and our communities. Since 1895, we have delivered a sport that delights fans across the country. We are proud of who we are, the value we add to sport and society, and the difference we make, together.

Rugby League has, at the start of 2023, agreed a new corporate strategy and undergone a significant governance restructure, which includes the creation of a new entity, RL Commercial. The realignment enables the focus of the RFL to be on developing and growing the grassroots game, driving participation, performance of the England teams, and independently regulating the sport. Whilst working closely alongside RL Commercial, the RFL is dedicated to continuing to be a high performing national governing body. In addition, in 2022, Rugby League announced a long-term strategic partnership with a global leader in the sports and entertainment industry, IMG-Endeavour Group, the sport is now poised to take advantage of an array of exciting opportunities.

The RFL recognises the enhanced creativity, performance, and legitimacy of an organisation that embraces and celebrates diversity, and we are actively striving to realise these benefits at executive level and beyond. We recognise that to fully deliver on our mission and be true to our guiding principles, we must be representative of the communities which we serve. We have committed to achieving gender parity and greater diversity within the RFL, and strongly encourage applications from suitably qualified candidates from under-represented sections of the community, whether based on sex, gender, race, disability, sexuality, lower socio-economic groups, or other characteristics. We would be pleased to discuss our culture and commitments with any interested individuals.

An exciting opportunity has arisen at the RFL, the national governing body for Rugby League in the UK. We are seeking to appoint a Finance Assistant based at our office in Manchester. You will be responsible for overseeing the transactional level functions such as cash book and purchase ledger, as well as supporting the finance department in other areas.

Principal duties will include:

- Overseeing the accounts payable function
- Ownership of cash book management and bank reconciliations.
- Taking responsibility for the recovery of accounts receivable and management of the debtor ledger
- Managing expenses and credit card transactions including reconciliation
- Assisting with payments to key stakeholders
- Assisting the Management Accountants with the production of the management accounts
- Assisting with ad hoc financial analysis and projects
- Providing support to the finance department as well as other areas of the business

To be considered for this role, you must be:

- Excellent communication skills, both written and verbal
- Either studying towards a financial qualification or have a number of year's experience within a finance function
- A can-do attitude, being motivated, positive and willing to learn.
- A strong working knowledge of Microsoft Word, Outlook and Excel
- Must be able to work using own initiative and manage workload

The RFL recognises the enhanced creativity, performance, and legitimacy of an organisation that embraces and celebrates diversity and are actively striving to realise these benefits at Board and beyond. We recognise that to fully

deliver on our mission and be true to our guiding principles, we must be representative of the communities which we serve.

We have committed to achieving gender parity and greater diversity on our Board and related sub-committees, and strongly encourage applications from suitably qualified candidates from under-represented sections of the community, whether based on sex, gender, race, disability, sexuality, lower socio-economic groups, or other characteristics. We would be pleased to discuss our culture and commitments with any interested individuals.

To apply for this role, please send your CV and a covering letter to People.Team@rfl.co.uk by Friday 8th August 2025.