



Finance & Corporate Services Administrator

Closing date for applications is 11:30pm
5th October 2025

Who we are

Sport England is an arms-length body of government responsible for growing and developing grassroots sport and getting more people active across England.

We were established by Royal Charter – which is an instrument of incorporation granted by the King – and began operating as Sport England in 1997.



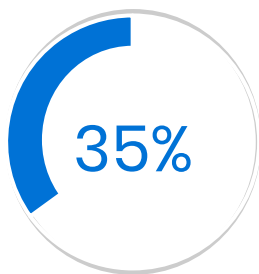
The role at a glance

The Finance & Corporate Services Administrator salary is advertised at **£23,950 per annum**, based at our Loughborough office 2-3 days per week. Please note, this role will require some travel to our other offices: London, Canary Wharf (at least monthly) and Bisham Abbey (on occasion).

The postholder must be living in the UK for the duration of employment.



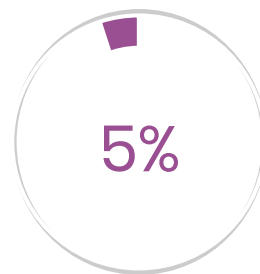
**General Admin
Support**



Finance Support



**Facilities
Management
Support**



**Additional
duties**

Please note it is Sport England's policy to appoint to the advertised salary.



The role

This is a diverse role, providing support services for our Finance, Legal, Procurement and IT teams, covering financial administration, office administration and facilities management tasks.

You will provide vital back-office support to enable Sport England to fulfil its mission to unlock the advantages of sport and physical activity for everyone.

About the directorate

The Finance & Corporate Services Directorate is central to Sport England's strategic ambitions around Uniting the Movement, our 10-year strategy. The directorate combines specialisms in Finance, IT, Legal, Procurement, Facilities and Investment Management.

While supporting a range of teams within the directorate, this role will sit in the finance team as much of the work across all areas is finance-related.

The finance team's vision is to drive value through relationships, processes and tools to become a trusted partner at the heart of decision making to fulfil Sport England's purpose

Our mission

Right now, the opportunities to get involved in sport and activity depend too much on your background, your gender, your bank balance and your postcode. We're determined to tackle this and unlock the advantages of sport and physical activity for everyone.

We're here to invest in sport and physical activity to make it a normal part of life for everyone in England, regardless of who you are. Together, we can change lives for the better in every home, and in every community, right across the country.



Our values

Our values define who we are as an organisation and highlight what we do to go the extra mile to set us apart. From creating an organisation we all enjoy, believe and thrive in, to creating a positive employer brand and effective partnerships with our stakeholders.

Our values are embedded in everything we do including our recruitment process and we encourage candidates to read about our values on our careers page

<https://www.sportengland.org/careers>



Our Employee Benefits

32 days annual
leave + bank
holidays (pro rata
for part-time)

Generous pension
scheme

£500 per year to
support fitness-
based activity

Commitment to
development and
training

Free confidential
counselling and
advice service

Flexible working
and family friendly
policies

For more information, please visit the [Careers](#) page on our website

Our vision is clear

Together, we won't stop until everyone has the opportunity, the inspiration and the freedom to get moving.

You can help us do this.



We are looking to recruit from the widest possible talent pool and encourage candidates to apply from a diverse range of backgrounds. We are proud to be an inclusive, equal opportunities employer and are committed to ensuring that all candidates are treated fairly throughout the recruitment and selection process and beyond. All appointments are made on merit.



Come join us

How to apply

1. Register on our careers portal and create an account.
2. Complete our application form, which will cover areas such as your employment history and suitability for the role. *Be sure to highlight your relevant skills and experience relating to the job description in your supporting statement.*
3. The recruitment process after this point differs slightly for each role but will always consist of an assessment task and at least one in-person interview. For some roles there will be an additional phone interview or another in-person meet.

If you have a disability and are unable to apply via the portal, please email us via hrrecruitment@sportengland.org and we would be happy to discuss alternate options with you.

For more information including our FAQ section, please go to:

<https://www.sportengland.org/careers>

