



## Commonwealth Games 2026 – Job Description

<b>Job title:</b>	Finance Coordinator
<b>Division:</b>	Corporate Services
<b>Department:</b>	Finance
<b>Reports to:</b>	Senior Finance Business Partner
<b>Location:</b>	Glasgow

### Background to the 2026 Commonwealth Games

In July and August 2026, Glasgow will host the Commonwealth Games. Approximately 3000 athletes and team officials from up to 74 nations and territories across the Commonwealth will come together in a 11-day celebration of sport and culture. Events will take place across Glasgow, entertaining more than 500,000 ticketed spectators and reaching a global broadcast audience of more than one billion.

This is a unique opportunity to be at the heart of a world-class event, working with passionate professionals and visionary leaders who are committed to showcasing Glasgow on the international stage as well as delivering an event of excellence to athletes and the local community.

The Finance Coordinator will be responsible for supporting day-to-day transaction processing, including supplier invoices, staff expenses, purchase orders, payments and payroll input data, whilst also supporting the wider team as required, for example with administrative tasks ensuring that everything runs smoothly in a fast-paced environment. The role requires someone who thrives in a busy, ever-changing role and has a sharp attention to detail.

The Finance Coordinator should have a prominent level of initiative, with the ability to work independently.

This is an excellent opportunity to develop key finance processing and administration skills whilst working for a fast-paced exciting company and being a part of the successful delivery of the Games, leaving a positive legacy for the Commonwealth Games Federation, host city and stakeholders.



### Role Summary / Key Accountabilities

The successful candidate will be responsible for:

- Supporting the day-to-day processing of financial transactions (e.g. invoices, expenses and payroll) onto Xero, and elsewhere as necessary.
- Issuing purchase orders and raising sales invoices.
- Responding to queries from suppliers and the OC.
- Supporting the development and administration of a 'rate-card' (a mechanism for recharging suppliers and other third parties for specific costs).
- Providing administrative support in financial reconciliations on both financial and management accounting software.
- Tracking ongoing projects and deadlines, following up where necessary.
- Preparing and proofreading presentations, reports, and correspondence.
- Managing sensitive information with discretion and always maintaining confidentiality.
- Providing direct administrative support, including mailbox and calendar management.
- Scheduling, preparing, and assisting with meetings, including preparing agendas, taking minutes and tracking action items.
- Assisting the wider Finance Team in all requirements as deemed necessary for the role.
- Supporting the Corporate Services function as necessary on ad hoc administration.

Responsibilities of the role will evolve during the lifespan of the Organising Company and it is likely that the role profile will evolve with the changing needs of the OC.

### Knowledge & Experience

- Strong attention to detail with the ability to manage time efficiently
- Excellent written and verbal communication skills
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Discretion and professionalism when managing sensitive information
- Demonstrable analytical and problem-solving skills
- Ability to work independently and as part of a team in a demanding environment
- Excellent interpersonal with the ability to influence others and manage relationships
- Ability to work in a fast-paced environment, frequently under pressure, on multiple tasks to meet tight deadlines
- Ability to use initiative to resolve matters within their control, only escalating relevant issues
- AAT / equivalent qualification commenced or part-qualified, or prior experience in management or financial accounting is desirable.



- Experience in operating Xero would be beneficial, but not essential.

#### Personal Characteristics

- Self-motivated and proud to be part of the experience
- A “can-do” attitude
- Natural communicator
- Highly resilient
- Reliable and committed to the success of the team
- Able to deliver excellent results in a fast-paced setting