



## Commonwealth Games 2026 – Job Description

<b>Job title:</b>	Production Accountant
<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 3,000 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 production accountant will support the financial planning, control, reporting, and analysis of income and expenditure generated during the 2026 Commonwealth Games, with a particular focus on Live Sites. The role will work closely with functional area leads, embedded delivery partners, commercial partners and suppliers to ensure accurate financial tracking, timely reporting, and strong budgetary control across multiple venues and event-related activities.

The role requires someone who thrives in a busy, ever-changing role and has a sharp attention to detail. The production accountant should have a prominent level of initiative, with the ability to work independently.

The postholder will play a key role in supporting successful delivery of Live Sites by providing high-quality financial insight, maintaining robust financial processes, and ensuring compliance with corporate, governance and reporting requirements.

This is an excellent opportunity to play a key role in the successful delivery of the Games, leaving a positive legacy for Commonwealth Sport, Glasgow and communities across Scotland.



### Role Summary / Key Accountabilities

The successful candidate will be responsible for:

- Supporting budget holders with the preparation of detailed budgets and forecasts, providing guidance and scrutiny as appropriate
- Monitoring and tracking all Live Sites income and expenditure against approved budgets and forecasts. Working with budget holders to understand risks as they occur and recommend mitigating actions.
- Preparing regular financial reports, dashboards, and variance analysis for project managers and senior stakeholders.
- Maintaining accurate financial records and cost tracking across multiple Live Site locations, projects and functional areas.
- Working with commercial and operational teams to ensure financial impacts of contractual arrangements are accurately reflected.
- Leading contract management and reporting from the corporate services function.
- Ensuring that the budget holder understands and adheres to financial, procurement, legal and HR processes in all elements of planning and delivery.
- 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.
- Tracking ongoing projects and deadlines, following up where necessary.
- Managing sensitive information with discretion and always maintaining confidentiality.
- Assisting the wider Finance Team in all requirements as deemed necessary for the role.
- Adhere to all OC Health and Safety policies and procedures at all times.

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

- Experience in a production accounting or project accounting role.
- Experience working within large-scale events, sport, entertainment, infrastructure, or public sector projects is desirable
- Part or fully qualified CCAB accountant or equivalent professional experience
- Experience tracking and reporting on project income and expenditure.
- Strong financial analysis, budgeting, and forecasting skills.
- 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).



- 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

### 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