

Chris Brewer – Operations Manager



Main Role Responsibility

- Management operational and transactional finance
- Preparation of annual accounts and Companies House related administration
- Payroll / staff salaries & expenses
- New starter admin
- Webmaster (review when Phoenix launched)
- DBS coordinator
- National & International Competition hosting coordinator – Hockey on pitch element
- Office infrastructure and maintenance – IT, phones etc
- Maintain and update various policies
- Complaints and Disciplinary lead officer
- Development of office financial processes to support staff

Other Lead Responsibility

- Competitions (Adult) TAG
- Anti-Doping Officer
- Partnership gatekeeper – HSBC, HW contractors (phones, insurance), EHF, FIH
- Sport Wales relationship – National Centre Advisory Committee
- Management of operational relationship with Doodsons (Insurance and risk broker)
- Asset register / stock management including partnership with Merlin Sports

