

Athletics Ireland is seeking to appoint a Finance and Governance Manager.

Athletics Ireland is the National Governing Body for Athletics in Ireland. Athletics Ireland's Head Office is based at 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9. Athletics Ireland is a company limited by guarantee with approximately 35 employees. For further information, please see our website at www.athleticsireland.ie

Position Description

We have a new opportunity in our Finance department for a candidate who is highly motivated, with a strong accounting background and understanding of good governance for organisations. The position offers the successful candidate the opportunity to work as part of the finance team in Athletics Ireland.

Key Responsibilities

Responsibilities will cover the items below:

- Period close, consolidation and reconciliation activities including stocktake.
- Preparation of annual statutory financial statements and interim report.
- Co-ordination of the annual audit process, engagement with external auditors and delivery of outputs to key internal and external stakeholders as required.
- Developing and maintaining relationships with key stakeholders.
- Delivery of continuous improvement initiatives and various projects within the Accounting & Reporting function.
- Providing technical accounting support to stakeholders.
- Partnering with stakeholders on accounting related matters.
- Compilation of Management Accounts and payroll.
- Management of local bank accounts and associated procurement.
- Partnering with the business on accounting and tax related matters.
- Support the work of the Finance and Governance Committees and promote best practice.
- Maintain the Governance code status for the organisation.
- Ad hoc duties

Knowledge, Skills and Experience

- High level of technical accounting competency and strong analytical skills.
- Highly motivated – able to work on own initiative and as part of a team.
- Strong interpersonal and communication skills.
- Strong IT skills - knowledge of SAGE would be preferable.
- In-dept knowledge of the principles of good governance.

Qualifications

- Qualified/3+ year PQE with recognised accounting qualification (ACA, ACCA) or part-qualified accountant with relevant work experience.

Location: Athletics Ireland, 19 Northwood Court, Santry, Dublin 9.

Reporting to: The Director of Finance

Applicants should note that this list is not exhaustive and is subject to change as required.

Remuneration and Location

Salary: Band 3, €42,264 (min) to €57,180 (max).

Position Tenure: Six months' probation, 2 year fixed-term full-time contract.

Position Location: Athletics Ireland Head Office at 19 Northwood Court, Santry, Dublin 9.

Appointment will be made subject to satisfactory: Garda Vetting and suitable reference checks.

Applications including a cover letter and curriculum vitae should be sent by email for the attention of the Athletics Ireland Human Resources Manager to kieronstout@athleticsireland.ie Closing date for applications is 5pm on Friday the 1st of April 2022.

Athletics Ireland is an Equal Opportunities Employer.