

Triathlon Ireland

# Finance Assistant (Part-Time)

## Job Description | 2022

**Salary:** €18-€20k per annum

**Reports To:** Finance Manager

**Contract Duration:** Permanent subject to probationary period

**Based:** Sport Ireland Campus, Dublin 15 (Remote/Hybrid working supported)

# Role Description

The Finance Assistant role is a key role in supporting the Finance department of Triathlon Ireland.

This position will involve assisting with the financial administrative requirements for Triathlon Ireland, completing operational accounts, and supporting the Finance Manager as and when required.

This position will suit an individual who has strong accounting and administrative capabilities and must have experience of accounting processes. This is an interactive, people-focused position and provides operational support to our internal and external customers.

This role includes interaction with the triathlon community and therefore plays a key role in presenting Triathlon Ireland as a friendly, supportive and efficient membership organisation.

# Principal Duties and Responsibilities

- Managing and maintaining invoice processing (accounts receivable / accounts payable), bi-monthly payment runs, bank and credit card reconciliations.
- Review and manage expense claims.
- Manage and maintain income reconciliations.
- Assist in preparation and presentation of monthly accounts.
- Assist in development and management of the annual operating budget.
- Assist in performing variance analysis for Department budgets – reporting actuals versus budget.
- Assist in preparation of grant applications to Sport Ireland, Sport Northern Ireland and other funding bodies.
- Assist in preparing financial documents for the annual audit.
- Assist with Companies Registration Office (CRO) filings.
- Support the development of policies and accounting controls.
- Manage queries from staff and other stakeholders.
- Support the Finance team as required.
- Ensure excellent customer service is provided at all times.
- Maintain data security and confidentiality at all times.

This list is not to be regarded as exclusive or exhaustive, as there may be other reasonable duties and requirements associated with the post, which Triathlon Ireland may call upon the post-holder to perform from time to time.

## Personnel Specification

↓ Attribute	↓ Essential	↓ Desirable
<b>Educational &amp; Professional Qualifications</b>	<p>A degree or 3rd level qualification.</p> <p>1-2 years general accounting experience.</p>	<p>Finance related degree</p>
<b>IT Skills</b>	<p>Experience in using accounting software systems.</p> <p>Strong Microsoft Word and Excel skills are essential.</p>	<p>Currently undertaking or considering undertaking an accountancy qualification.</p>
<b>Skills</b>	<p>Ability to multi-task, work to deadlines, achieve targets and prioritise workload in a fast-paced environment.</p> <p>Excellent attention to detail and accuracy.</p> <p>Excellent inter- personal and communication skills.</p> <p>Problem analysis and problem-solving skills.</p> <p>Customer service skills.</p> <p>Competence in a self-directed work environment.</p>	<p>Experience of Sage 50 Accounts, Internet Banking, and customer databases are desirable.</p>

Applications with a CV and cover letter should be made to [finance@triathlonireland.com](mailto:finance@triathlonireland.com) by close of business on 10th June 2022.

Candidates who would like more information on the role can contact Linda O'Connor at [finance@triathlonireland.com](mailto:finance@triathlonireland.com).