



FINANCE MANAGER

Role Description | 2023

Post Title: Finance Manager - full time

Reports To: Chief Executive Officer

Contract Duration: Permanent

Based: Sport Ireland Campus, Dublin 15 (remote/hybrid working supported)

OVERVIEW

Triathlon Ireland (TI) is the National Governing Body for Triathlon in Ireland. Our office is based at Sport Ireland Campus, Dublin 15.

ROLE DESCRIPTION

The Finance Manager role is a key senior position in the organisation. The role liaises with all areas of the business and works closely with all senior stakeholders across the company including reporting directly to the CEO and the Board. The successful candidate must have a good level of commercial acumen for this job and have experience supervising a team. The Finance Manager will be part of the Executive Leadership Team and will provide input in the running of Triathlon Ireland.

This is an exciting opportunity to join a dynamic, forward looking National Federation, with full ownership of the finance function of the organisation.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Oversee and manage the day-to-day accounting activities of the Finance team;
- Month end process including preparation and presentation of monthly management accounts on a timely basis;
- Co-ordination of the annual audit process, engagement with external auditors and delivery of outputs to key internal and external stakeholders as required;
- Preparation of finance report to meet strict AGM deadlines;
- Fulfil the payroll functions of the organisation (monthly ROI and NI payrolls for up to 22 employees) including ensuring employee and employer pension contributions are paid into the pension scheme correctly and on time;
- Ensure Statutory Returns are filed on time (Revenue, HMRC, Companies Registration Office (CRO));
- Development and management of annual operating budget;
- Perform monthly variance analysis for Department budgets – reporting actuals versus budget;
- Full responsibility of all financial administrative tasks including all accounts payable and accounts receivable functions and maintenance of Fixed Asset Register using Sage 50 Accounts as prescribed in the TI Financial Policies;
- Assist with the acquittal, processing and other administration of government grants/funding programs;
- Attend Board meetings as required and provide regular financial analysis reports and administrative assistance to the CEO and Board as requested;
- Support the work of the Audit and Risk Committee and promote best practice;
- Fulfil other duties as directed by the TI CEO to contribute to the efficient administrative operations of the TI office;

ROLE DESCRIPTION

- Support the development and implementation of policies and accounting controls;
- Mentor and develop the finance team members;
- Manage queries from staff and other stakeholders;
- 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
Educational & Professional Qualifications	<p>Relevant third level qualification in accounting, finance, or business.</p> <p>Qualified accountant with good technical accounting skills and at least 3 years of finance and accounting experience within an operational environment.</p> <p>Good knowledge of internal controls requirements, processes, and procedures.</p>
IT Skills	<p>Experience in using accounting software systems.</p> <p>Demonstrates high level skills in Google for Business, Microsoft Office Suite, web and IT resources.</p> <p>Understanding and experience in using Sage 50 Accounting software.</p> <p>Experience of automating manual finance processes</p>
Skills	<p>Exceptional interpersonal skills, and ability to engage and develop relationships with individuals at all levels of the organisation.</p> <p>Exceptional administrative skills.</p> <p>Can demonstrate high level numeracy skills, with a high level of attention to detail to ensure transactional accuracy.</p> <p>Analytical skills to contribute to strategy and policy implementation in an environment of continuous improvement.</p> <p>Can identify, allocate and monitor resources and expenditure for effective and efficient use.</p> <p>Knowledge of Company Legislation and filing requirements.</p> <p>Competence in a self-directed work environment.</p>
Personal Attributes	<p>Displays a high level of personal ethics and maintains professional confidentiality.</p> <p>Can consistently meet competing demands through effective prioritising in a result oriented and client-focussed environment.</p> <p>Demonstrate commitment, drive and initiative in identifying ways to improve and streamline organisational systems, practices and procedures.</p>

HOW TO APPLY

PLEASE NOTE

Whilst the role will obviously deal with the subject matter and operations of triathlon, it is important to note that a detailed knowledge of or affinity for triathlon *is not* a prerequisite for the role.

Applications with a CV and cover letter outlining why you are a suitable candidate for this role should be made to jack@triathlonireland.com by 5pm on Friday 7th July, 2023.

Candidates who would like more information on the role can contact Darren Coombes at ceo@triathlonireland.com.

Triathlon Ireland is responsible for promoting, managing and advancing the sport of triathlon at all levels in the Republic of Ireland and Northern Ireland.

Triathlon Ireland has experienced considerable growth over the past decade and made great strides in developing the professionalism of the organisation.

Since 2005 our membership has grown from 800 to more than 18,000. Triathlon Ireland is a great place to work and we pride ourselves on the culture of our staff team which numbers almost 25 across Operations, Development, Marketing , Finance and High Performance.

Triathlon Ireland has almost 100 affiliated clubs on the island of Ireland, a 37pc female participation rate and sanctions 200 events annually.

Our offices are located on the Sport Ireland Campus and we have a flexible work culture with staff spending at least one day in the office per week.