JOB DESCRIPTION: Finance & Administration Officer

Summary of Role and Responsibilities

The Finance & Administration Officer will be responsible for all financial and related administrative matters of Rowing Ireland, and will report to, and work closely with, the Chief Executive Officer (CEO). In addition, the Finance & Administration Officer will partner with the CEO, and Board, to develop and strengthen strategies relating to finance across the organisation. The Finance & Administration Officer shall at all times act in accordance with Rowing Ireland’s constitution and current policies.

The responsibilities of the Finance & Administration Officer will include:

- Overall responsibility for all aspects of financial management and control.
- Effective financial reporting for Rowing Ireland, in a timely, accurate, relevant and informative manner.
- General administration duties.

Main Duties Include:

- Maintaining accounts general ledgers.
- Processing monthly payroll (ROI & NI).
- Management of cashflow and preparation of monthly cashflow projections.
- Preparation of quarterly management accounts for the Board, to include P&L/Balance Sheet and analysis of variances.
- Preparation of annual accounts to trial balance stage, and liaising with external auditor.
- Preparation of annual budgets for submission to Sport Ireland.
- Preparation of grant / funding applications (Sport Ireland, Sport Northern Ireland, & others)
- Maintaining Fixed Asset register.
- Liaising with banks for all finance matters.
- Administration of the organisation’s insurance policy.
- Companies Registration Office compliance.
- Revenue compliance.
- Assisting, supporting and liaising with Clubs and rower membership.
- Assisting with the administration of the High Performance programme (logistics, trials, costings, other)
- General office administration.
- Development and implementation of relevant financial policies and procedures, in consultation with the CEO, Treasurer and the Audit Sub-Committee.
- Representing Rowing Ireland in a positive and professional manner, which promotes the vision, mission and strategic priorities of the organisation.
- Ensuring confidentiality and professional integrity is upheld at all times.
- Being flexible, adaptable and available to take on other tasks or duties as requested by the CEO.
Terms

- An initial two year full-time contract, with potential to extend.
- A six-month probationary period will apply.
- This position is subject to Garda Vetting and reference checks.
- Occasional work outside normal office hours (evenings and some Saturdays).
- Based in the National Rowing Centre, Farran Wood, Co. Cork.
- Salary up to €35K per annum, dependent on experience, paid monthly in arrears.

Person Specification

Candidates should:

- Be a qualified/part qualified accountant (CPA, ACA, CIMA), with experience in either industry or practice; or alternatively be able to demonstrate substantial experience in an existing similar role.
- Preferably have experience within the non-profit/NGB sector.
- Have excellent analytical and problem-solving skills.
- Have excellent verbal and written communication skills.
- Have excellent organisational and IT skills.
- Have high levels of professionalism, initiative, energy, creativity and flexibility.
- Have Quick Books experience an advantage.

Application Process

Candidates wishing to apply for this post should e-mail a Curriculum Vitae and Covering Letter to:

Hamish Adams, CEO
Rowing Ireland
National Rowing Centre
Farran Wood
Co. Cork

info@rowingireland.ie

Covering letter should state why you think that you are suited to this particular role and highlight relevant experience, skills and qualifications.

**Application deadline: 5pm on Monday 27th February 2017**

Interviews will be held early March.