

Athletics Ireland seek a Director of Finance

Job Title: Director of Finance
Organisation: Athletics Ireland
Location: Dublin
Reports to: Chief Executive Officer (CEO)
Contract Type: Full-time, Permanent

Position Summary:

Athletics Ireland is the National Governing Body for Athletics in Ireland. Our Head Office is based at Northwood Court, Northwood Business Campus, Santry, Dublin 9. Athletics Ireland is a Company Limited by Guarantee with approximately 45 fulltime employees and over 60 part time employees. For further information, please see our website at www.athleticsireland.ie

Athletics Ireland is seeking an experienced and strategic **Director of Finance** to lead the financial management and sustainability of the organisation. As a key member of the senior leadership team, the Director of Finance will be responsible for financial strategy, audit and compliance, budgeting, and oversight of financial systems including AccountsIQ. The role plays a vital part in supporting Athletics Ireland's vision of inspiring the nation to be active, healthy and to perform through athletics.

Key Responsibilities:

Financial Strategy & Planning

- Review and analyse financial statements ensuring the accuracy and compliance of financial records with Irish accounting standards and tax laws.
- Oversee the preparation and submission of grant applications to Sport Ireland regulatory filings, including tax returns, and other statutory reports.
- Oversee the management of the payroll function, including pensions.
- Ensure robustness of internal controls for banking, stock and fixed assets and compliance with financial policies and procedures.
- Input into the preparation of papers in relation to Board and relevant subcommittees, finance and audit committee etc.
- Develop and implement financial strategies aligned with Athletics Ireland's strategic plan.
- Lead financial planning, forecasting, and the preparation of multi-annual budgets.
- Advise the CEO and Board on financial implications of strategic decisions.

Financial Management & Reporting

- Oversee the preparation of monthly and annual management accounts using **AccountsIQ**.
- Ensure accurate and timely financial reporting to the Board, CEO, Sport Ireland, auditors, and other stakeholders.
- Monitor cash flow, funding, and reserves to ensure long-term financial health.

Audit & Compliance

- Manage the **annual audit process**, acting as the primary liaison with external auditors.
- Prepare all audit materials and ensure timely and accurate completion of the statutory audit.
- Ensure compliance with all financial, regulatory, and governance requirements, including Sport Ireland and other funding bodies.
- Maintain and update internal controls, finance policies, and procedures to ensure transparency and accountability.

Systems & Process Management

- Lead the management and continued development of **AccountsIQ** to ensure robust financial systems.
- Oversee integration of financial data with operational systems and reports.
- Drive improvements in financial reporting, automation, and internal processes.

Governance & Risk

- Ensure the Finance function complies with best practices in risk management, procurement, and financial control.
- Support the Finance & Audit Committee and prepare reports and briefings as required.

Leadership & Collaboration

- Lead and manage the Finance team, providing guidance, mentoring, and support.
- Collaborate with all departments—including High Performance, Development, Competitions, and Commercial—to provide budgetary advice and financial clarity.
- Represent the Finance function at Board meetings, subcommittees, and external forums as required.
- Lead and manage the company IT systems with our third-party partner.

Qualifications and Experience:

Essential:

- Professional accountancy qualification (e.g., ACA, ACCA, CIMA, CPA).

- Minimum 7 years' experience in financial management, with at least 3 in a senior role.
- Demonstrable experience managing audits and working with external auditors.
- Hands-on experience with **AccountsIQ** or similar cloud-based accounting systems.
- Strong understanding of financial governance in a non-profit or public-sector environment.
- Experience with grant management and compliance with state or public funding agencies.

Desirable:

- Experience in a sporting organisation or National Governing Body.
- Familiarity with Sport Ireland reporting requirements and procedures.
- Experience presenting financial information to Boards or senior committees.

Key Competencies:

- Strategic financial thinker with excellent analytical skills.
- High attention to detail and a commitment to accuracy.
- Strong leadership and team management abilities.
- Effective communicator able to explain financial matters clearly to non-finance audiences.
- Proactive and solution-focused, with a commitment to best practice.

Why Join Athletics Ireland?

Athletics Ireland offers a dynamic, inclusive, and mission-driven work environment, where you can make a meaningful impact on the development of athletics across the country. This role provides the opportunity to shape financial policy at a national level while working with passionate professionals and stakeholders in sport.

The post of Finance Director is based in our offices at 19 Northwood Court, Santry, Dublin 9.

Hours of Work

The standard working hours are 9:00am to 5:30pm, Monday to Friday, (37.5 hours per week). Some evening work will be required from time to time. A Time Off in Lieu system is in operation for any out of hours and weekend work.

Our benefits include:

Contributory pension to 5% of salary after six months
Paid Maternity, Paternity leave
Family friendly policies
Sick pay scheme

Education assistance
Employee Assistance Programme
Bike to work scheme

Remuneration and Location

Salary: Band 6, €83,111 (min) to €112,446 (max).
Position Tenure: Full time, permanent pending a 6-month review.
Work location: Athletics Ireland, 19 Northwood Court, Santry, Dublin 9.

How to apply

Applications should be emailed to the Athletics Ireland Human Resources Manager: kieronstout@athleticsireland.ie with the subject line of: [ATTN: FIN DIR]

Please provide the following when submitting your application:

- Letter of introduction detailing skills and experience relevant to the selection criteria.
- Curriculum Vitae outlining your skills and work experience.

Deadline for receipt of applications: **Monday the 30th of June 2025**

Applicants should note that this job description is not exhaustive and is subject to change as required as appropriate.