

## **Athletics Ireland seeks a Temporary Accounts Assistant (up to 6 months)**

**Job Title:** Temporary Accounts Assistant

**Location:** Athletics Ireland office Northwood, Santry

**Duration:** 3 Months to 6 Months

**Working Hours:** Full-time, 9:00am – 5:30pm, Monday to Friday office based

**Salary:** €40-€45k per annum based on experience

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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](http://www.athleticsireland.ie)

### **About the Role:**

We are seeking a proactive and detail-oriented **Temporary Accounts Assistant** to support our finance team during a busy period. The ideal candidate will have hands-on experience using **AccountsIQ** and a solid understanding of **monthly management accounts**. This role is critical in maintaining the accuracy of financial records and supporting the month-end process.

### **Key Responsibilities:**

- Process and reconcile supplier invoices, staff expenses, and credit card transactions
- Perform bank reconciliations and investigate discrepancies
- Assist with the preparation of **monthly management accounts**, including accruals, prepayments, and journal entries
- Maintain the general ledger and ensure timely posting of transactions
- Support month-end and year-end close procedures
- Assist in the production of reports for internal stakeholders
- Ensure compliance with internal controls and financial policies
- Liaise with internal departments and external suppliers as needed
- Provide ad-hoc finance support to the team as required

### **Requirements:**

- **Proven experience with AccountsIQ accounting software**
- Strong understanding of double-entry bookkeeping and month-end procedures
- Experience in assisting with **monthly management accounts** preparation
- High level of accuracy and attention to detail
- Proficient in Microsoft Excel and other MS Office applications
- Strong organisational and communication skills

- Ability to work independently and meet deadlines
- AAT qualified or part-qualified ACA/ACCA/CIMA (desirable but not essential)

**What We Offer:**

- Competitive temporary pay
  - Exposure to a fast-paced finance function
  - Opportunity to work with a supportive and professional team
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**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.

**Remuneration and Location**

**Salary:** €40k to €45k per annum based on experience.

**Position Tenure:** 3-6 months.

**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](mailto:kieronstout@athleticsireland.ie) with the subject line of: [ATTN: FIN TEMP]

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.