

Athletics Ireland is seeking to appoint a Senior Financial Accountant with a Governance Focus

Athletics Ireland is the National Governing Body for Athletics in Ireland. Athletics Ireland's Head Office is based at 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9. Athletics Ireland is a company limited by guarantee with approximately 45 employees. For further information, please see our website at www.athleticsireland.ie

Position Description

We have a new opportunity in our Finance department for a motivated Senior Financial Accountant, with a strong accounting background and understanding of good governance. You will be involved in both financial management, and governance/risk and the work will be varied and interesting. The position offers the successful candidate the opportunity to work as part of the finance team in Athletics Ireland and assist in developing our overall objective to promote and develop athletics at every level in Ireland.

Key Responsibilities

Responsibilities will include the key items below:

- Financial and Management reporting including preparation of monthly reports and annual financial statements
- Reconciliations, monthly control procedures and analysis of results
- Day to day finance tasks in a busy environment
- Budgeting and Forecasting
- Financial Analysis
Engagement with key internal and external stakeholders as required, including National Governing Bodies, Sport Ireland, Auditors, Suppliers etc
- Working on Grant applications and tracking
- Supporting the work of the Governance Committee and promote best practice
- Maintaining the Governance code status for the organisation.
- Any other finance and governance duties as required

Knowledge, Skills and Experience

- Enthusiasm and willingness to learn about the Sports Sector
- High level of accounting skill and strong analytical skills
- Strong interpersonal and communication skills
- Attention to detail
- Extensive and adaptable IT skills - knowledge of Accounts IQ would be positive but is not essential
- Knowledge of the principles of Good Governance and a willingness to adapt and implement new practices

Qualifications

- Qualified/At least 1+ year PQE with a recognised accounting qualification (ACA, ACCA, CIMA), or a very strong part-qualified accountant with extensive finance and accounting experience.

Location: Athletics Ireland Offices, 19 Northwood Court, Santry, Dublin 9.

Reporting to: The Director of Finance

Applicants should note that this list is not exhaustive and is subject to change as required.

Remuneration and Location

Salary: Band 3, €44,403 (min) to €60,073 (max).

Position Tenure: Six months' probation, 2 year fixed-term full-time contract.

Position Location: Athletics Ireland Head Office at 19 Northwood Court, Santry, Dublin 9.

Appointment will be made subject to satisfactory: Garda Vetting and suitable reference checks.

Applications including a cover letter and curriculum vitae should be sent by email for the attention of the Athletics Ireland Human Resources Manager to kieronstout@athleticsireland.ie. Closing date for applications is 5pm on Friday the 31st of October 2025. Athletics Ireland is an Equal Opportunities Employer.