

# Athletics Ireland Job Opportunity

## Finance Department – Accounts Assistant

### Position Overview

Reporting to the Finance Director, the Accounts Assistant will support the delivery of accurate and timely financial information, contributing to the effective operation of the organisation's finance function. The role requires a high level of attention to detail, strong technical skills, and the ability to work to deadlines in a structured environment.

### Key Responsibilities

- Processing and reconciliation of supplier invoices, employee expenses, and credit card transactions
- Completion of bank reconciliations and timely investigation of variances
- Assisting in the preparation of monthly management accounts, including journals, accruals, and prepayments
- Maintenance of the general ledger and accurate posting of financial transactions
- Supporting month-end and year-end close processes
- Preparation of financial reports for internal stakeholders
- Ensuring adherence to internal controls, policies, and procedures
- Liaising with internal departments and external suppliers to resolve queries efficiently
- Providing general support to the finance function as required

### Candidate Profile

- Demonstrated experience using AccountsIQ accounting software
- Strong understanding of double-entry bookkeeping and month-end processes
- Experience supporting the preparation of management accounts
- Excellent attention to detail and numerical accuracy
- Proficiency in Microsoft Excel and the wider MS Office suite
- Strong organisational, communication, and interpersonal skills
- Ability to work independently and manage competing priorities

### What We Offer

- Competitive remuneration package
- Flexible working arrangements, including hybrid options
- Opportunity to contribute to a leading national sporting organisation

- Supportive and collaborative working environment

To be eligible to work in the Republic of Ireland, you must either hold Irish/EEA citizenship or a valid UK passport under the Common Travel Area agreement.

## Remuneration and Location

- The package will include a salary commensurate with qualifications and experience.
- Position Tenure: Permanent after six month probation period.
- 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.
- Athletics Ireland is an Equal Opportunities Employer

## Hours of work

Monday to Friday, 37.5 hours per week, 9am to 5.00pm.

## Salary band:

Band 1 (€29,931 to €41,718 per annum).

## Our benefits include:

- Paid Maternity, Paternity leave
- Family friendly policies
- Sick pay scheme
- Education assistance
- Employee Assistance Programme
- Bike to work scheme

## How to Apply

Interested candidates are invited to submit a CV and cover letter outlining their suitability for the role to the Athletics Ireland Human Resources Manager at [kieronstout@athleticsireland.ie](mailto:kieronstout@athleticsireland.ie)

Please include "Accounts Assistant" in the subject line. The closing date for applications will be **Friday 29<sup>th</sup> of May at 5pm.**