

SPORT IRELAND FACILITIES DAC FINANCIAL ACCOUNTANT JOB DESCRIPTION

Job Title: Financial Accountant

Job Location: Sport Ireland Facilities DAC

Reports to: Finance Manager

Terms: 39 hour week, FT

Payment: DOE

Description:

The successful candidate will work very closely with the Finance Manager and will play a key role within the finance function responsible for leading and managing the financial reporting process, audit management and provide support to all levels of the business.

Key responsibilities:

Preparation of monthly management accounts and pack within agreed deadlines for review by the Finance Manager:

- Planning and co-ordinating the accounts preparation
- Preparation of the P&L and balance sheet and supporting schedules
- Lead the month end process to ensure targets are met by the team
- Detailed variance analysis of actual to budget investigating variances on key financial areas and concise commentary on same
- Fixed asset accounting and reporting on monthly basis
- Prepare monthly balance sheet reconciliations
- Follow up on review issues and corrective action on processes if necessary

Preparation of the year end audit pack and statutory financial statements for review by the Finance Manager:

- Responsible for planning year end close
- Preparing year end financial statements for review
- Preparation of year end audit file with supporting reconciliations
- Liaise with the external auditors in annual audit

Reporting:

- Prepare capital grant requests on a timely basis with supporting documentation
- Prepare accurate and timely reports for senior management team as requested

Internal controls:

- To improve and develop the internal controls of the company working with the Finance Manager
- To work with the Finance Manager to ensure that the issues highlighted by internal audits are addressed
- Liaise with the internal auditors

Revenue

- Preparation of VAT return on bi monthly basis
- Assist in all areas of tax compliance within the organisation

Other Duties:

- Involvement in various projects as required providing support to senior management team
- Involved in the planning and implementation of new IT projects within the Finance department and the organisation
- Assist in planning and the preparation of annual budget
- Other duties as requested from time to time by the Finance Manager

Qualifications & Requirements

- Qualified Accountant
- Have strong analytic, numerical, report-writing and IT skills and be results driven
- Excellent communication skills
- Ability to work as a member of a team or individually as required
- Capable of working to strict deadlines
- Results driven
- Knowledge of SAGE an advantage
- Strong excel skills

Key Behaviours:

- Excellent analytical skills and the ability to synthesise information from diverse sources into coherent, clearly written reports;
- Empathetic, yet persuasive, when dealing with sensitive financial issues;
- Maintains positive, productive relationships with colleagues and stakeholders;
- Self motivated and comfortable working on own initiative.

Key Skills:

- Presenting information/ reports to management objectively, concisely and clearly;
- Problem solving skills - a person who can identify, address and resolve problems;
- Implementation and development of accounting systems
- Strong communication skills both verbal and written;
- Advanced interpersonal and influencing skills;
- Excellent planning and organisational skills;

Key Relationships

Internal

Finance Manager

COO

Finance department staff

Members of the management team

Key stakeholders involved in the Campus

External

Revenue Commissioners

External Auditors

Internal Auditors

Debtors and Creditors

Government Departments