



## Financial Administrator

### Job Description

**Title:** Financial Administrator

**Hours:** 9:00am to 5:30pm. The chosen candidate must be flexible, and willing to work evening and weekends. Time in lieu provided.

**Office Location:** c/o Motor Tax Office, Model Business Park, Model Farm Road, Cork. The post will be based at the Cork Local Sports Partnership main office. While the role is mainly office based, flexible hours and remote working can be considered.

**Reports to:** Partnership Coordinator.

**Duration of Employment:** 1 Year fixed term contract.

**Probation:** 6 Months.

### 1. Overview:

Sport Ireland established the Local Sports Partnership (LSP) Network as an initiative to create a national structure to co-ordinate and promote the development of sport & physical activity participation at local level. LSPs aim to increase participation in sport and physical activity by breaking down barriers and increasing numbers of people participating and ensuring continued participation through all stages of life.

### 2. Role of the Financial Administrator:

Cork Local Sports Partnership have a great opportunity for a professional, capable **Financial Administrator** to complete the accounting, administrative and day-to-day operational activities with Cork Local Sports Partnership.

This position will involve managing all the financial administrative requirements for the Local Sports Partnership (LSP), completing operational accounts, and supporting the Coordinator/Finance and Administration Officer as and when required.

This position will suit an individual who has strong accounting and administrative capabilities and must have experience of doing accounting processes. This is an interactive people-focused position and provides operational support to our internal and external customers. The successful candidate will be a self-starter who enjoys change and flexibility.

Reporting to the Coordinator/General Manager, responsibilities will include:

- Management of accounts, invoicing, debtors, and creditors.
- Administer Accounts Receivable and Accounts Payable.
- Manage the monthly accounting reconciliations.
- Manage credit control/debt collection.
- Assist with procurement and risk management processes.
- Assist in preparation of year-end audit.
- General office administration and secretarial duties.
- Manage office including ordering supplies, responding to queries.
- Assist in the organisation and booking of venues for the delivery of Sports Partnership courses/initiatives/workshops.
- Maintain Sports Partnership databases, i.e., participation, equipment etc.
- Support and maintenance of company platforms, Cirrico, Salesforce, EventMaster, Assets Register etc.
- Undertake additional duties and tasks as requested by the Coordinator and Line Manager.

The position will require the following:

- Accounting Technician or equivalent qualification/experience essential.
- Relevant experience in a similar position preferably within a service organisation.
- Accounts software experience essential.
- Business operations background preferable.
- Familiarity and experience with health and safety requirements .
- Good interpersonal skills and Microsoft office skills (Word/PowerPoint/Excel)
- Ability to be flexible and able to prioritise tasks.
- Maturity and experience to support a diverse and changing organisation.
- Full, clean Driving Licence and access to own transport.
- The successful candidate will be required to complete the Garda Vetting process satisfactory to Cork LSP's requirements.

**Cork Local Sports Partnership CLG will manage the Financial Administrator with the administrator having the advantage of benefiting from an established sports development network and administration structure.**

#### **Short listing**

- Short listing of candidates may apply based on the information supplied. Canvassing will disqualify.
- The position offers a salary reflecting the experience of the candidate.
- Closing date for applications is **Thursday, 10<sup>th</sup> February.**
- Those selected will be invited to attend for interview on **Wednesday, 23rd February.**
- Cork Local Sports Partnership CLG shall require the person to whom the appointment is offered to take up such appointment as soon as possible.

Cork LSP is an equal opportunities employer.