

## **Waterford Sports Partnership: Finance and Governance Officer (Part Time, Maternity Cover)** **(<https://www.activelink.ie/node/109621>)**



### **Waterford Sports Partnership CLG**

## **Finance and Governance Officer**

### **Part-time Fixed Purpose Contract (Maternity Cover)**

**Title:** Finance and Governance Officer

**Salary Scale:** Salary in line with the Grade 5 local authority pay scale commencing at point 1 - €49,706 pro rata.

**Hours:** 28 hours per week. Flexibility of hours may be required for occasional evening and/or weekend work to accommodate the service needs, for which time off in-lieu can be taken.

**Annual Leave:** 24 days annual leave

**Travel Expenses:** Travelling expenses will be paid where appropriate.

**Location:** The post will be based at the Civic Offices, Dungarvan, Co. Waterford. While the role is mainly office based, flexible hours and remote working can be considered.

**Reports to:** Chief Executive Officer (CEO)

**Contract type & Duration:** This is a Fixed Purpose Contract commencing early September 2024 for the following purpose: Maternity leave cover. It will be subject to satisfactory completion of a 3-month probationary period.

**Closing date:** Wednesday 31st July 2024

### **Application:**

Please apply by uploading a **COVER LETTER and CV** to the following link <https://login.hirelocker.com/Waterford-sports-partnership/jobs/29643/finance-and-governance-officer-maternity-cover-dungarvan> (<https://login.hirelocker.com/Waterford-sports-partnership/jobs/29643/finance-and-governance-officer-maternity-cover-dungarvan>) **by 5pm Wednesday 31st July 2024.**

**Interview:** Those selected will be invited to attend for interview to be held on **Tuesday 6th August 2024.**

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The primary purpose of the Finance and Governance Officer (FGO) role is to provide high quality financial and governance support to the Waterford Sports Partnership (WSP) CEO, Board and committees.

The FGO will ensure that all governance and finance obligations regarding recording, reporting and compliance are completed in line with the Governance Code for Sport and legal and statutory requirements and will satisfy the reporting needs of WSP CLG and its key funding bodies.

The FGO will have an understanding and commitment to the principles and values of WSP and work as a responsible

member of the overall team, participate in team meetings and ensure confidentiality and professional integrity at all times.

## **Specific Areas of Responsibility:**

### **Finance**

- Manage the day-to-day finances of WSP, including invoicing, supplier and expense payments.
- Assist in budget management, financial projection and planning, procurement oversight, financial reporting and banking/cashflow management.
- Run fortnightly payroll for the WSP team and manage all payroll-related activities.
- Administration of staff pensions and any other associated staff benefits.
- Support the CEO in the preparation of monthly and year end accounts and in the preparation for the annual audit.
- Develop and prepare financial reports and quarterly/half-yearly financial updates for the WSP CEO, Board, committees, funders and regulatory bodies.
- Assist in preparing funding applications and quarterly/annual funding analysis/reports for the WSP CEO, Board, committees, funders and regulatory bodies.
- Develop a system, with relevant templates, to co-ordinate and monitor funding applications, approvals and reporting timelines.
- Accurately track and record funding spend in line with approval rationale.
- Keep up to date on WSP financial/legal obligations including CRO obligations.

### **Governance**

- Support the WSP CEO, Board and relevant committees in the planning, implementation and monitoring of progress with regard to compliance with the Governance Code for Sport.
- In partnership with the CEO:
- Prepare, review and update company policies for governance and present to CEO for review.
- Develop systems, standard operating procedures and templates to support the implementation of company policies.
- Keep up to date and informed on governance matters, upcoming changes and information from the various stakeholders.
- Assist with all matters relating to governance.
- Conduct regular monitoring and annual audit of governance compliance within WSP and report findings and recommendations to the CEO.

### **General**

- Support and contribute to the preparation, completion and review of WSP's annual operational plans for the delivery of the WSP Strategy.
- Undertake additional duties and tasks as requested by the CEO or other designated person.
- Be flexible in approach to work and undertake any other duties that may be required within the remit of WSP. This may involve occasional evening/weekend work from time to time.
- Ensure that all activities undertaken as an officer of WSP are in line with WSP values, codes of practice and relevant legislation.
- Staff supervision may be required for certain bodies of work.

## **Person Specification**

### **Qualifications**

#### **Essential**

- Accounting Technician Qualification or similar, at a minimum.

#### **Desirable**

- Professional Certificate in Governance or similar Governance qualification.
- Business/Finance qualification.

### **Experience**

## Essential

- A minimum of 3 years' experience in financial administration/management
- Strong internal control awareness and understanding of the importance of good governance.
- Competent and experienced in the use of *Xero Accounting* or similar online accounting package.
- Experience in managing/administering payroll.
- Experience in the preparation of budgets and financial reports.
- Experience in the preparation for financial audits and end-of-year procedures.
- Banking and cashflow management experience.

## Desirable

- Experience in *Parolla* online payroll.
- Knowledge of Multi Sector Funding Application processes.
- External and Internal Audit experience.
- Knowledge and understanding of Sports, Community & Voluntary sector, particularly funding structures.
- Knowledge and understanding of working in partnership and with the statutory sector.

## Skills and Competencies

### Essential

- Excellent financial, organisational and time management skills.
- Excellent computer skills with high proficiency in Microsoft Office, in particular Excel, Word and Outlook.
- Excellent attention to detail
- Ability to produce and access information efficiently and accurately.
- Excellent communication and interpersonal skills.
- Strong analytical skills.
- An ability to use own initiative and, work as part of a team or independently as the situation demands.
- Ability to work to deadlines and under pressure.
- A high degree of flexibility with a strong team spirit.

### Desirable

- Experience of working with voluntary, community and/or statutory sector.
- Awareness of the importance and value of participation in sport/ active recreation.
- An interest in sport and physical activity.

## Other Essential Requirements

- A full clean driving licence.
- Willingness and ability to travel with access to own transport.
- Commitment to on-going training and development
- The successful candidate will be required to complete the relevant elements of WSP's Safe Recruitment processes.

Short-listing of candidates may apply based on the information supplied. Canvassing will disqualify.

**Please apply by uploading a COVER LETTER and CV via the following link**

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by 5pm Wednesday 31st July 2024.**

Those selected will be invited to attend for interview on **Tuesday 6th August 2024**. WSP shall require the person to whom the appointment is offered to take up such appointment in early September 2024.

Waterford Sports Partnership is an Equal Opportunities Employer

**Region**

Dungarvan, Co Waterford

**Date Entered/Updated**

17th Jul, 2024

**Expiry Date**

31st Jul, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/109621-waterford-sports-partnership-finance-and-governance-officer-part-time-maternity-cover>