



- Maximising the power of sport to change lives •

PERSON SPECIFICATION

Job Title: Finance Officer (EOII)

Essential Criteria

- *5 GCSE passes, grades A - C (or equivalent), two of which must include English Language and Maths.
- *2 A-level passes, grades A – E (or equivalent)
- 2 years' demonstrable full-time (or equivalent part-time) work experience in the last 5 years in a finance team. (Finance team will be defined as: Team member that process and oversees the work of financial transactions, accounts payable, accounts receivables and month end reconciliations)
- 2 years' demonstrable full-time (or equivalent part-time) work experience in the last 5 years of working financial information systems within organisational policies and procedures and experience of applying internal controls and checks
- Demonstrable experience in dealing with correspondence and enquiries from the general public and/or partner organisations
- Competent in the use of Microsoft Office software, with emphasis on excel
- Ability to undertake work/tasks involving a high degree of attention of detail, accuracy and confidentiality
- Good numerical, analytical and literacy skills.

Desirable Criteria

- 3rd level qualification which can be proven relevant to the post (e.g. business; accountancy or economics)
- Membership of Accounting Technicians Ireland/Association of Accounting Technicians
- Understanding of issues and standards of accountability within the public sector.

Notes to Applicants:

* Applicants must demonstrate on their application form how the qualifications they have provided are equivalent, in level, to those qualifications requested above. They should give the details of the awarding body and the date awarded. If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc. so that a well-informed decision can be made.