



- Maximising the power of sport to change lives •

JOB DESCRIPTION

Job Title: Data and AI Analyst

Grade: Executive Officer 2 (EO2)

Salary Scale: £30,458 - £31,097

Department: Finance

Location: House of Sport & Home based

Responsible to: To be confirmed

Duration: 37 hours per week

Organisational background:

Sport NI is the lead development public body for sport and physical recreation in Northern Ireland. We are established under the Recreation and Youth Service Order 1986 for the furtherance of sport and physical recreation in Northern Ireland.

Sport NI is the main statutory body through which public funding for sport in Northern Ireland is channelled. Sport NI is primarily funded by grant in aid from the Department for Communities and the National Lottery.

Our mission statement is:

We are passionate about maximising the power of sport to change lives.

Overall purpose of job:

The overall purpose of the job is to lead the practical use of data, automation and artificial intelligence to improve the efficiency, accuracy and quality of grant administration and financial management information.

The postholder will be tasked with digitising the end-to-end grant process using Blackbaud Grantmaking (BBGM), covering application, eligibility, assessment, approval, award, claims, payment, monitoring and closure. The role will develop controlled uses of AI to support grant claim vouching and exception identification, with appropriate human review and complete audit trails.

The postholder will also continue the development of automation within the management accounting process to deliver accurate and timely financial information quickly, supporting effective Executive decision-making.

Duties and Responsibilities:

Digital Grant Transformation

- Analyse current grant processes, data flows, controls, manual activities and system dependencies.
- Design, configure and continually improve a digital end-to-end grant workflow within BBGM, from application and assessment through award, claims, payment, monitoring and closure.
- Develop digital forms, workflows, notifications, checklists and exception routes that improve consistency and maintain clear approval controls.
- Work with Finance, grant programme teams, system suppliers and other stakeholders to translate requirements into practical system improvements.

- Ensure BBGM supports a complete and auditable record of each grant and that relevant information can be reconciled with the financial system.

AI-Supported Grant Vouching and Assurance

- Develop and test controlled AI-assisted approaches to reviewing grant claim documentation, including invoices, proof of payment and supporting schedules.
- Use AI and rules-based techniques to identify missing evidence, duplicate items, mathematical errors, unusual transactions and potential ineligible expenditure for human review.
- Develop risk-based testing and exception reporting that supports proportionate vouching without replacing accountable officer judgement or approval.
- Maintain clear documentation of data sources, validation rules, system limitations, review outcomes and changes so that AI-supported processes remain explainable and auditable.
- Monitor the accuracy and effectiveness of automated checks and escalate data quality, control, information governance or security concerns.

Management Accounting Automation and Analytics

- Support the development of management accounting processes, including data extraction, modelling, reconciliation and reporting.
- Build and improve repeatable reporting datasets, dashboards and management information that reduce manual processing and improve reporting speed and consistency.
- Automate routine checks and reconciliations while ensuring outputs remain subject to appropriate Finance review and control.
- Produce analysis of budgets, actual expenditure, forecasts, commitments and variances to support timely Executive decision-making.
- Investigate anomalies and ensure financial information is accurate, complete, traceable and delivered to agreed reporting timetables.

Data Governance and Continuous Improvement

- Improve the quality, structure, accessibility and governance of organisational data to maximise the value of AI, analytics and data mining, supported by clear data definitions, validation rules and quality standards.
- Apply organisational requirements for information governance, data protection, cyber security, records management, access and retention.
- Ensure automated solutions include appropriate approvals, exception handling, change control and business continuity arrangements.
- Prepare process maps, user guidance, technical documentation, training materials and concise reports for operational and senior management audiences.
- Adhere to organisational policies, procedures and financial regulations relevant to the role.
- Undertake other duties appropriate to the role as reasonably required by the line manager.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.