

## LGFA JOB DESCRIPTION –NATIONAL FINANCE OFFICER



*A full-time position, with a probationary period of 6 months, extendable to a max of 12 months.*

<b>Job Title: National Finance Officer</b>	<b>Reports to: Chief Executive Officer</b>
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### **Job Purpose:**

To ensure that the correct resources, policies and procedures are maintained in order to provide a secure financial control environment for the organisation.

### **Key Responsibilities:**

#### **Financial Control**

- Produces monthly financial accounts for submission to the CEO.
- Carries out a debtors/creditors analysis.
- Prepares annual budgets and reconciles actual to budget figures.
- Ensure effective cash controls and reporting are in place.
- Ensure procurement policies and approval processes are in place and adhered to
- Carries out bank reconciliations.
- Maintains systems and controls to ensure adequate backup documentation and audit trail for transactions.
- Carries out an ongoing review of internal systems and procedures with a view to continuous improvement.

#### **Grants**

- Tracks and reports on all grant aid received by the Association.

#### **Statutory Reporting/Auditing**

- Prepares annual accounts for submission to Auditors.
- On an ongoing basis manages relationship with Auditors.

#### **Player Registration**

- Liaise with the National Registration Co-ordinator to ensure the reconciliation of fees.
- Maintain records of all registration fees.

#### **General**

- Service the National Finance Committee.
- Support County and Provincial Treasurers through education and the provision of support to deliver on the full breadth of the role and requirements of a Treasurer.
- Implement and manage online ticketing system for national fixtures

#### **Operating as part of the LGFA team**

- Support to other staff in relation to matters outside of Finance as required.
- Operate as part of the LGFA team attending meetings, providing input and ideas in the delivery of LGFA plans.
- Provides support to others when required.

*To complete any other duties as may reasonably be required of the post.*

## WHAT IS NEEDED TO CARRY OUT THE ROLE?

Skills and Experience	Essential	Desirable
Qualifications and Attainments	Professional qualification minimum IATI or ACCA. Highly proficient in a range of IT packages, specifically the Microsoft Windows suite and the use of email.	Experience in the use of database systems for the management of complex data.
Relevant Knowledge/ Experience	Two years post qualification experience in a service-related industry or sports related background, plus strong technical accounting and excellent organisational skills are required. Must have good IT skills and be proficient in an accounts package and the Microsoft suite of packages. Must be a strong team player.	
Planning & Organising	Must have the ability to prioritise tasks and at times juggle competing workloads. Must be highly organised and take a planned approach to completing activities. Works to deadlines. Innovation is required to develop new approaches to the management of information.	
Communications	Excellent interpersonal skills with the ability to demonstrate integrity and develop appropriate working relationships with key partners.  Must ensure that all information is collected and transferred accurately. Articulate with experience in the writing, submission and presentation of reports or information to a variety of groups. Ability to work as part of a team and motivated to be part of a growing organisation.	
Accuracy	Ability to pay close attention to detail and achieve a high degree of accuracy ensuring all procedures are completed.	

***This Job Description should not 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 Ladies Gaelic Football Association.***