



THE CAMOGIE ASSOCIATION

An Cumann Camógaíochta

Finance Administrator

The Camogie Association is seeking applications for the position of Finance Administrator to join its national office in Croke Park. This is a new post and is offered for a 15 month fixed term contract.

The Camogie Association is a professional, dynamic and vibrant organisation. Founded in 1904, it is one of the oldest female sports organisations in Ireland. Camogie is also one of the most popular female team sports in Ireland with a network of over 550 clubs.

The Role

The Finance Administrator will report to the Director of Finance. The main responsibility of the post is the maintenance of financial records, the processing of income and expenditure, purchase of goods and services and the undertaking of a range of financial reporting and administrative tasks. The post operates in a team environment and will be expected to work in a collaborative way with staff and volunteer colleagues.

From time to time the post requires an element of working unsocial hours including weekend work and travel.

Salary: €26-28k plus expenses (travel, overnight accommodation costs where required, other allowable expenses in accordance with policies approved by Ard Chomhairle (Central Council) of the Camogie Association.

Annual Leave: 23 days annual leave. A time off in lieu (TOIL) system also operates.

Responsibilities of the Finance Administrator

- Administer Accounts Receivable and Accounts Payable
- Process sales invoices
- Administer day-to-day finances
- Lodge cash/cheques and manage online banking including online payments and transfers

- Prepare monthly accounting reconciliations
- Administer credit control/debt collection
- Administer payment of bills, invoices and staff and volunteer expense claims
- Ensure financial controls are adhered to
- Assist in preparation of year-end audit
- Administer the sale, stock control and promotion of Camogie merchandising
- Improve controls for collection and reconciliation of income collected/tickets sold as admission to Camogie games under the auspices of Ard Chomhairle (Central Council) and support units to administer these controls
- Develop and administer financial procedures relating to development initiatives and coaching and games activities
- With the Finance Director, improve financial controls within the organisation
- Assist with procurement and risk management processes
- Liaise with camogie units re financial procedures and year-end accounts
- Undertake any other duties as requested by the Director of Finance or Ard Stiúrthóir

Person specification

Essential criteria

- Accounting Technician qualification
- Minimum 3 years' experience in a similar role
- Excellent IT Skills, particularly in Excel & MS Office Package
- Excellent organisation skills
- Good general accounting experience; with sound debit and credit comprehension and reconciliations experience
- Previous experience in financial control
- Strong knowledge and experience of accounting software packages

Desirable criteria

- Hands-on experience in small/medium organisation desirable
- Experience of working with community and voluntary organisations, especially in the sports sector is an advantage
- Ability to work on own initiative

Application process

Please return your completed application, no later than 5.00p.m. Tuesday 23rd June 2015 to jobs@camogie.ie or by post to Joan O'Flynn, Ard Stiúrthóir, Camogie Association, Croke Park, Dublin 3.

Your application must include:

- Letter of application
- A completed Confidential Application for Employment form
- A completed Questionnaire (attached)

Please mark you application 'FA'