



Finance & Admin Coordinator



info@volleyballireland.com
Deadline September 4th

Background

Volleyball Ireland is a progressive National Governing of Sport in the twenty-six counties of Ireland. We value integrity, ambition, inclusivity, teamwork and a passion for continuous improvement.

In May 2022, Volleyball Ireland was named the NGB of the Year at the Irish Sport Industry Awards.

With a multi-cultural membership, strong schools programme and dedicated volunteers operating at all levels of the game we are excited about our future growth.

The sport is undergoing a period of change with participation rates across both Volleyball & Beach Volleyball formats of the game rising. With a new brand identity, innovative programmes and exciting competitions being developed, the future for Volleyball in Ireland is bright.

We are looking for an energetic and diligent **Finance & Administration Coordinator** to help continue the organisation's rise.

This is a newly created position with the successful candidate being able to put their stamp on an ambitious sporting body, supporting important projects and ensuring the sound financial governance of Volleyball Ireland.

The *Finance & Administration Coordinator* will manage the day-to-day financial administration of the organisation as well as other key admin functions that ensures Volleyball Ireland can continue its growth, raising participation and improving performance.

Key Responsibilities:

- The Finance & Administration Coordinator's primary responsibility shall be the day-to-day financial administration of the organisation.
- Managing the accounts payable and receivable processes
- Carry out online banking tasks including the uploading of payees and payments
- Assist in budget management, financial projection and planning, procurement oversight, financial reporting and banking/cashflow management
- Manage Quick Books Accountancy Software
- Engage with external payroll supplier
- Where applicable, administration of staff pensions and any other associated staff benefits
- Support the Chief Executive in the preparation of monthly and year end accounts and in the preparation for the annual audit

- Develop and prepare detailed financial reports and quarterly/half-yearly financial updates for them Operations Manager, Chief Executive, Volleyball Ireland Board and various Committees as appropriate
- Develop a system, with relevant templates, to co-ordinate and monitor funding applications, approvals and reporting timelines
- Ensure that Volleyball Ireland's financial policies are adhered to, recommending improvements where necessary
- Support the preparation of funding applications and Sport Ireland funding reports
- Support the development of business plans for various programmes, initiatives and events
- Support the Chief Executive & Operations Manager to develop an annual budget for the organisation
- Help educate volunteer coaches and committee members in regards to Volleyball Ireland's financial policies and procedures
- To provide key support to the Chief Executive in regards to strategic planning and operational implementation of annual plans
- Foster strong relationships with the VLY Board, Commissions and the wider Volleyball community in addition to external representatives of funding bodies and of other organisations associated with Volleyball Ireland.
- Support the Operations Manager to ensure efficient and effective operational processes
- To keep the Operations Manager apprised regarding the delivery of activities and regarding any risks that may present themselves.

Experience & Knowledge:

- A minimum of 2 years' experience in financial administration
- Strong internal control awareness and understanding of the importance of good governance
- Preparation of budgets and financial reports
- Preparation for financial audits and end of year procedures
- Banking and cashflow management experience
- Experience in contributing to budgeting processes and delivering programme, events and activities in line with budgets.

Competencies & Attributes:

- Can communicate effectively with a wide range of stakeholders.
- Is calm, confident, decisive and objective, especially under pressure.
- Skilled at prioritising, multi-tasking and problem solving.
- Ability to provide clear, informative and relevant information.
- Copes well with continual change and tight deadlines.
- Is motivated to make member experience the best it can be.

Terms, Conditions & Benefits:

- Competitive salary with applicable bonus and scale
- This is a part-time position of 24 hours per week. Hours can be split across 3-5 days
- Pension contributions after completion of probationary period
- Dublin office or remote working is available for day-to-day operational functions
- Access to Sport Ireland training opportunities in a range of relevant topics

Process:

- Deadline for Applications is midnight Sunday September 4th
- Please send a cover letter and CV outlining your suitability for the role to info@volleyballireland.com
- Interviews will be held w/c September 18th