

## **Director of Finance & Corporate Services**

### **Principal Officer Grade**

#### **Job Purpose**

Sport Ireland is the national statutory authority tasked with leading the development of sport throughout Ireland. Operating within a complex public sector context, the organisation directs substantial investment to a broad spectrum of sporting bodies—encompassing national governing bodies, high-performance programmes, and grassroots initiatives—and holds them to rigorous standards of financial and governance compliance. Sport Ireland also plays a pivotal role in shaping policy, ensuring that public funds are deployed efficiently and effectively to deliver clear outcomes for athletes, communities, and the broader public.

Within this fast-evolving environment, the Director of Finance & Corporate Services is a vital leadership post, ensuring the transparent stewardship of public investment while driving innovation across both financial and corporate support services. Reporting to the Chief Executive Officer (CEO) and working in close partnership with the Board, the Director of Finance & Corporate Services is entrusted with formulating a forward-thinking financial strategy, underpinned by evidence, and fully aligned with Sport Ireland's overall objectives and legal obligations, in tandem with delivering a robust annual budget, ongoing management reporting, and effective capital expenditure programmes. In addition, they oversee a multifaceted funding ecosystem—ensuring that all grants are administered transparently and monitored diligently, and that recipient bodies are suitably equipped to uphold best-in-class accountability standards.

**Reporting To:** Chief Executive Officer (CEO)

#### **Role Overview**

The Director of Finance & Corporate Services leads the development and maintenance of Sport Ireland's financial framework, spanning from annual budgeting and management

accounts to prudent capital expenditure oversight. The role carries overall responsibility for the performance of Sport Ireland in terms of finance, resilience, and future sustainability.

This remit involves compiling regular management information, ensuring timely, accurate reporting that supports decision-making at executive and Board levels. The role further requires active

engagement in business continuity planning, enabling Sport Ireland to maintain seamless operations under all circumstances.

Beyond its core financial remit, the role also encompasses responsibility for corporate services—spanning ICT, office management, and procurement. By embedding exemplary practice and a culture of continuous improvement across these support functions, the Director of Finance & Corporate Services empowers Sport Ireland to operate with agility, responsiveness, and a clear focus on public value. Achieving this requires both a command of technical disciplines (accountancy, audit, public sector financial regulations) and strong leadership skills, including adept stakeholder engagement and the ability to integrate a range of operational areas into a cohesive, high-performing structure.

Critically, the Director of Finance & Corporate Services will navigate the intricacies of public sector governance, maintain constructive relationships with Government Departments and oversight bodies (such as the Comptroller & Auditor General), and champion a culture of ethical stewardship and strategic innovation. Through these endeavours, the Director will be a linchpin in ensuring that Sport Ireland remains a trusted, influential public body—safeguarding the integrity of Irish sport and maximising the impact of every public euro invested.

## **Key Duties and Responsibilities**

### **Strategic Financial Leadership and Sector Stewardship**

- **Financial Strategy, Planning & Capital Expenditure**
  - Direct the development and execution of annual consolidated operating and capital budgets, ensuring alignment with organisational objectives; assist all business units/functions in preparing their budgets and plans; and present the budget to the respective Internal and External stakeholders.
  - Prepare rolling multiyear consolidated financial plans (capex and opex) for the entire organisation.
  - Manage the preparation of monthly and quarterly management accounts, along with a comprehensive suite of management information reports for executives, the Board, and external stakeholders.
  - Provide financial appraisal of Capital Projects and robust oversight of all capital budgets and expenditure

- Ensure adherence to public sector and EU regulations governing expenditure, procurement, and financial control.
- Demonstrating a professional approach to the delivery of cost effectiveness and Value for Money in pursuit of corporate objectives.

## **Oversight of Funded Bodies and Governance**

- **Compliance**

- Review and analyse the financial performance of funded bodies, advising on remedial actions where necessary and escalating issues to the CEO, Audit & Risk Committee or Board as appropriate.

- **Stakeholder Engagement & Relationship Management**

- Maintain a proactive relationship with funded bodies, providing guidance and support to elevate governance, reporting standards, and internal controls.
- Work closely with relevant Government departments on financial matters and reporting requirements.
- Represent Sport Ireland at sector forums, committees, and working groups, articulating clear expectations regarding financial sustainability, reporting accuracy, and ethical leadership.
- Liaise with the Comptroller & Auditor General and other relevant oversight authorities to facilitate smooth auditing processes, addressing any findings or recommendations effectively.

- **Subsidiary Oversight**

- Provide active oversight of Sport Ireland's subsidiary entities, including Sport Ireland Facilities DAC, ensuring robust financial governance, consolidation and alignment, regulatory compliance, and effective financial performance.
- Collaborate closely with subsidiary finance directors to maintain clarity, accountability, and transparency in reporting to the Board and relevant government bodies.
- Develop and maintain strong relationships with each subsidiary's leadership, ensuring alignment with Sport Ireland's financial policies and broader strategic objectives.

- **Sector Funding Framework & Policy**

- Support and Lead on the creation and refinement of funding models, grant criteria, and investment programmes for national governing bodies and other entities, ensuring maximum impact and public value.
- Drive collaboration with funded bodies to develop strong financial management practices, supporting capacity-building initiatives, facilitating knowledge sharing, and promoting innovation in how public funds are deployed.
- Support transparent, evidence-based grant adjudication and allocation processes, balancing strategic objectives with fair, consistent governance protocols.

### **Internal Financial Management & Corporate Services**

- **Financial Operations & Reporting**

- Supervise day-to-day financial operations, including accounting, treasury, payroll, and budget control, ensuring accuracy, efficiency, and adherence to public sector standards.
- Ensuring that the organisation adheres to the currently accepted accounting standards/codes of practice.
- Implementing changes in existing financial systems as required, ensuring in particular, that the management accounting requirements are supported by adequate information systems particularly in the context of multi-annual budgeting.
- Direct the preparation of annual consolidated statutory accounts, monthly/quarterly financial statements, and forecast analyses, sharing critical insights to guide executive decisions and inform board-level discussions.

- **Corporate Services Integration**

- Provide strategic leadership across key corporate services – including ICT, legal services, office management, and procurement– ensuring each function delivers optimal value and supports overall organisational performance.
- Oversee the development and implementation of robust ICT infrastructures, enhancing data analytics, digital capabilities, and cybersecurity measures to meet current and future operational needs.

- Guarantee that facilities and accommodation arrangements promote a safe, efficient, and collaborative working environment, applying principles of sustainability and cost-effectiveness.
- Oversight of the development and implementation of Sport Ireland's Business Continuity Plan and support all business plan activities necessary to enable the organisation to manage a crisis event.
- **Procurement & Contract Management**
  - Implement procurement policies that comply fully with national and EU regulations, ensuring fair competition, transparent tendering, and cost efficiency.
  - Negotiate and manage major contracts, supplier agreements, and strategic partnerships, continuously seeking opportunities for process improvements and cost savings.

## **Leadership, Culture & Organisational Development**

- **Team Leadership & Performance**
  - Inspire, mentor, and develop high-performing teams within Finance and Corporate Services, developing a culture of collaboration, integrity, and excellence.
  - Establish clear objectives, performance metrics, and personal development pathways, ensuring staff are empowered and supported to achieve their professional goals.
- **Change Management & Continuous Improvement**
  - Champion continuous improvement methodologies, driving organisational reforms in response to evolving governance requirements and sector demands.
  - Lead cross-functional initiatives to streamline processes, improve resource allocation, and enhance overall responsiveness to both internal and external stakeholders.
- **Culture & Values**
  - Uphold and reinforce Sport Ireland's commitment to transparency, accountability, and public service, setting high ethical standards for all staff and funded organisations.
  - Promote an inclusive, forward-thinking culture that recognises diversity, values innovation, and encourages constructive challenge.

- Create and support a culture in which non-financial managers take responsibility for effective management of devolved resources.

### **Strategic Communications & External Representation**

- **Internal & External Communication**
  - Provide clarity on financial matters to staff, management, and Board members, ensuring consistent understanding of priorities, obligations, and emerging challenges.
  - Shape and deliver messaging about Sport Ireland's funding and wider corporate services, collaborating with Communications teams to enhance the organisation's public profile.
- **Sector Advocacy**
  - Act as a key spokesperson for Sport Ireland, when required, on matters of financial stewardship and policy development, demonstrating authority and insight.
  - Build trust and credibility across the sporting sector, government, and the public, underlining Sport Ireland's commitment to excellence, impact, and value for money.

This is not an exhaustive list, and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation.

### **Person Specification:**

#### **Essential Skills, Qualifications and Experience:**

- **Professional Qualification**

Full professional accountancy qualification (e.g., ACA, ACCA, CIMA, CPA) with membership of a recognised accountancy body.
- **Technical Expertise**

Strong technical expertise, knowledge and understanding of accounting methods, procedures, processes and contemporary management accounting techniques and principles.

- **Senior Leadership Experience**

At least ten years' post-qualification experience, with a minimum of 5 years' experience in a senior financial management capacity with demonstrated success in budgeting, financial control, and strategic planning.

- **Governance and Audit Expertise:**

Solid grounding in corporate governance, internal audit, and risk management, ideally gained within the public sector or a similarly regulated, high-accountability environment.

- **Funding and Oversight Acumen:**

Proven track record in administering and overseeing funding programmes, including experience of performance monitoring, compliance reviews, and stakeholder engagement, with a high degree of analytical, conceptual and problem-solving skills in finance.

- **Procurement and Financial Compliance:**

In-depth knowledge of public sector and/or EU procurement practices, legislation, and regulatory frameworks.

- **People Management and Collaborative Skills:**

Demonstrable competence in leading and developing multifunctional teams, fostering a culture of excellence, and working collaboratively with senior stakeholders.

- **Communication and Influencing:**

Excellent communication, negotiation, and presentation skills, with the capacity to articulate complex financial and governance issues to diverse audiences.

**Desirable Skills, Qualifications and Experience:**

- Experience in overseeing digital transformation, ICT systems enhancement, and/or sustainable facilities management.
- Familiarity with public sector reform programmes, the broader Irish sporting environment, and the operational context of voluntary or community sectors.
- Evidence of successful change management, delivering organisational improvements or innovation initiatives.

**Additional Information:**

**Contract:** Full Time, Permanent.

**Salary Scale:** Principal Officer Standard Scale. The appointment will be made on this scale at a point in line with the current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

**Location:** Sport Ireland, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15.

If you would like to apply for this position, please send your CV in confidence to [sportirelandjobs@orangerecruitment.ie](mailto:sportirelandjobs@orangerecruitment.ie) . Closing date for applications is Monday 2<sup>nd</sup> June 2025 5pm.

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodations for the interview, please let us know and we will do our best to assist.

Sport Ireland is a Great Place to Work® Ireland.