

**Assistant Accountant**  
**Higher Executive Officer**

**Role Overview**

The Assistant Accountant is the operational lead for Sport Ireland's day-to-day ledgers and reconciliations. Working closely with the Finance team, the post-holder will underpin the integrity of transactional data- processing journals, balancing control accounts and validating grant payments— while also acting as a super-user for the new systems.

Beyond processing, the role carries a strong analytical dimension. The Assistant Accountant will prepare the schedules that feed monthly management accounts, interrogate variances and help develop narrative explanations for the Executive Leadership Team and the Board's Audit and Risk Committee. Because Sport Ireland's funding model is heavily grant-driven, the post-holder's accuracy and timeliness have a direct impact on the wider sport sector's cash-flow.

**Job Purpose**

In the short term the role exists to keep the financial operations of the organisation steady during a period of heightened grant activity and system change. That means ensuring every control account reconciles, every grant claim is paid promptly and accurately, and every line item in the management accounts is supported by solid audit evidence. Failure in any of these areas would jeopardise C&AG clearance and damage Sport Ireland's reputation for fiduciary probity.

Strategically, the Assistant Accountant will free senior qualified staff to focus on value-added analysis, capital-programme oversight and strategic forecasting. By mastering the new systems, the post-holder will also act as an internal trainer, helping budget holders to navigate new workflows and promoting a culture of digital literacy in finance. The result will be a leaner close process, richer management information and greater organisational resilience against staff turnover.

**Key Duties and Responsibilities**

- Prepare all monthly journals and reconcile bank, VAT, payroll, fixed-asset, grant-control & balance sheet accounts.
- Validate grant claims; compile BACS/SEPA payment batches for approval.



- Assist in the reviewing of NGB's mid year financials.
- Assist in producing management accounts, variance analyses and cash-flow forecasts.
- Maintain the fixed-asset register and track capital-project expenditure.
- Prepare audit schedules; respond to C&AG queries; implement agreed audit actions.
- Act as 'super-user' during System Transitions go-live- test workflows, update SOPs and support colleague training.

**Person Specification:****Essential Skills, Qualifications and Experience:**

- Actively studying for ACCA/ACA/CIMA/CPA (Diploma level minimum).
- 3+ years' reconciliations and ledger experience.
- ERP finance-system literacy/ (Sage 50 or Oracle Netsuite experience) ; advanced Excel.
- Understanding of public-sector financial procedures.

**Desirable Skills, Qualifications and Experience:**

- Near-qualified or newly qualified.
- Not-for-profit or grant-funding background.
- Payroll experience
- NetSuite and Power BI experience.
- Experience with VAT/RCT/PSWT for public bodies.

**Additional Information:**

**Contract:** 2 Year Fixed Term.

**Salary Scale:** Higher Executive 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 September 1<sup>st</sup>, 2025 5pm.





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