

Director of Financial Projects**Assistant Principal Officer****Job Purpose**

The Director of Financial Projects (AP) will assist and support the Director of Finance & Corporate Services (PO) in the strategic operation of the Sport Ireland Finance Unit to achieve key organisational deliverables.

Reporting To: Director of Finance & Corporate Services

Key Duties and Responsibilities

- Supervise day-to-day financial operations, including accounting, treasury, payroll, ensuring accuracy, efficiency, and adherence to public sector standards.
- Overseas payroll (Bright Pay), Pension administrator and review all Revenue Online Returns (ROS).
- Assess and enhance the effectiveness of financial controls, identifying financial risks and develop mitigation strategies.
- Support the preparation of annual consolidated statutory accounts, monthly/quarterly financial statements, and forecast analyses, sharing critical insights to guide executive decisions.
- Lead in creation and updating accounting policies and procedures
- Assist in the preparation of budgets, monthly management accounts and forecasts
- Ongoing continuous improvement of the financial systems and the finance function, ensuring that the organisation adheres to the currently accepted accounting standards/codes of practice.
- Communicating key financial information to senior business stakeholders.
- Develop and produce high quality Fixed Asset Reports via Sage/Oracle Netsuite FMS.
- Oversight of the Procurement function in Sport Ireland.
- Report directly to the Audit and Risk Committee and Board as required.

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:**

- Strong experience in preparation of annual financial statements, tax reporting and collaborate with internal and external auditors.
- 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.
- Must have a proven track & grounding in corporate governance, internal audit, and risk management, ideally gained within the public sector or a similarly regulated, high-accountability environment
- Experience in overseeing digital transformation & ICT systems enhancement.
- A relevant third level qualification.
- At least 5 years' prior professional experience working in Finance with specific experience in the preparation of financial statements and Sage / Oracle NetSuite FMS.
- A proven track record in producing high quality written reports.
- A proven ability to work effectively as part of a team and on own initiative.
- Experience of effectively managing projects and programs.
- Experience managing budgets and financial tracking.

Desirable Skills, Qualifications and Experience:

- Ability to analyse and implement solutions to complex issues.
- Well-developed skills in listening, communicating and negotiating.
- Flexible in their approach with strong problem solving skills
- Logical and pragmatic in approach, delivering the best possible results.
- Ability to operate across the wider organisation, proactively identify areas for improvement and to develop practical solutions for their implementation.
- Ability to be discrete and effectively handle sensitive, confidential issues as required.



Additional Information:

Contract: 2 Year Fixed Term Contract.

Salary Scale: Assistant 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 . Closing date for applications is Thursday 4th September 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 accommodation for the interview, please let us know and we will do our best to assist.

Sport Ireland is a Great Place to Work® Ireland.

