

MEATH LOCAL SPORTS PARTNERSHIP

MATERNITY COVER – 14 MONTHS

FINANCE AND GOVERNANCE OFFICER PART-TIME FIXED TERM CONTRACT POSITION

POST AND APPLICATION DETAILS

JOB DESCRIPTION

Title: Finance and Governance Officer (FGO)

Hours: 28 hours per week.
The chosen candidate will require flexibility around working hours with regards to evening and/or weekend work to accommodate the service needs, for which time off in-lieu can be taken.

Location: Post is based at the office of Meath Local Sports Partnership, Navan, Co. Meath.
A level of blended office based/remote working may be considered on successful completion of the probationary period and where business objectives allow.

Reports to: Meath LSP CEO

Contract type & Duration of Employment: Fourteen month fixed term contract subject to satisfactory completion of a three month probationary period.

Salary: Salary in line with the grade 5 local authority pay scale and commensurate with experience- €51,210 – 52,739 – 54,301 – 55,895 – 57,501 (pro rata)

Annual Leave: 29 days per year (pro rata)

Travel Expenses: Travel expenses will be reimbursed where appropriate.

Closing date 3pm on Wednesday 13th August 2025

Application Please forward Curriculum Vitae along with cover letter to:
mary.murphy@meathcoco.ie

Interview date Week commencing Monday 25th Aug 2025 – Meath LSP Offices, Navan

Candidates must demonstrate in their application that they possess all of the essential elements applicable in the person specification. Short listing will apply to those applicants who appear from the information available, to be the most suitable, in terms of experience, qualifications and other requirements of the post. Meath LSP is an equal opportunities employer.

JOB PURPOSE

The primary function of the FGO is to ensure that all finance and governance regulations and obligations regarding reporting, compliance, sourcing, are completed in line with the Governance Code for Sport to satisfy the needs of Meath LSP and key funding bodies.

The post holder will report directly to the CEO and will provide high quality financial & governance support to the CEO of Meath LSP, the Board of Meath LSP, it's sub-committees & Meath LSP staff.

The FGO will have an understanding and commitment to the principles and values of Meath LSP and work as a responsible member of the overall team, participate in team meetings and ensure confidentiality and professional integrity at all times.

KEY ACCOUNTABILITIES

Finance

- Manage the day to day finances of Meath LSP taking responsibility for accounts payable and receivable
- Assist in budget management, financial projection and planning, procurement oversight, financial reporting and banking/cashflow management
- Manage & integrate SAGE payroll system & SAGE accounts system
- Run fortnightly payroll for Meath LSP staff team
- Where applicable, administration of staff pensions and any other associated staff benefits
- Support the CEO in the preparation of monthly and year end accounts and in the preparation for the annual audit.
- Develop and prepare financial reports and quarterly/half-yearly financial updates for the CEO, Meath LSP board, committees, funders and regulatory bodies.
- Assist in preparing funding applications and quarterly/annual funding analysis/reports for CEO, Meath LSP board, committees, funders and regulatory bodies.
- Develop a system, with relevant templates, to co-ordinate and monitor funding applications, approvals and reporting timelines.
- Accurate tracking and recording of funding spend in line with approval rational
- Keep up to date on Meath LSP financial/legal obligations including CRO obligations

Governance

- Support the CEO, Meath LSP Board and relevant committees in the planning, implementation and monitoring of progress with regard to compliance with the Governance Code for Sport.
- In partnership with the CEO:
 - Prepare, review and update company policies for governance and present to CEO for approval
 - Develop systems, standard operating procedures and templates to support the implementation of company policies.
 - Keep up to date and informed on governance matters, upcoming changes and information from the various stakeholders.

- Be the point of contact for queries into the Meath LSP on areas relating to governance
- Conduct regular monitoring and annual audit of governance compliance within Meath LSP and report findings and recommendations to the CEO.

General

- Support and contribute to the preparation, completion and review of Meath LSP's annual operational plans for the delivery of the Meath LSP Strategy
- Undertake additional duties and tasks as requested by the CEO or other designated person.
- Be flexible in approach to work and undertake any other duties that may be required within the remit of Meath LSP – this may involve occasional evening/weekend work from time to time.
- Ensure that all activities undertaken as an officer of Meath LSP are in line with Meath LSP values, codes of practice and relevant legislation.
- Staff supervision may be required for certain bodies of work.

FINANCE AND GOVERNANCE OFFICER

PERSON SPECIFICATION

| | Essential | Desirable |
|--------------------------------|--|--|
| Qualifications | <ul style="list-style-type: none"> Accounting Technician Qualification at minimum or similar | <ul style="list-style-type: none"> Professional Certificate in Governance or similar Governance qualification Business/Finance qualification |
| Experience | <ul style="list-style-type: none"> A minimum of 3 years' experience in financial administration/management Strong internal control awareness and understanding of the importance of good governance Competent and experienced in the use of Sage 50 Accounts Preparation of budgets and financial reports Preparation for financial audits and end of year procedures Banking and cashflow management experience | <ul style="list-style-type: none"> Experience in SAGE payroll Knowledge & understanding of Sports, Community & Voluntary sector Knowledge of Multi Sector Funding Application processes External & Internal Audit experience Knowledge & understanding of working in partnership and with the statutory sector. |
| Skills and Competencies | <ul style="list-style-type: none"> Excellent financial, organisational and time management skills. Excellent computer skills with high proficiency in Microsoft Office, in particular Excel, Word, Outlook and PowerPoint Excellent attention to detail Ability to produce and access information efficiently and accurately. Excellent communication and interpersonal skills. Strong analytical skills. An ability to use own initiative and, work as part of a team or independently as the situation demands. Ability to work to deadlines and under pressure A high degree of flexibility with a strong team spirit. | <ul style="list-style-type: none"> Experience of working with voluntary, community and/or statutory sector Awareness of the importance and value of participation in sport / active recreation An interest in sport and physical activity |

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| Other Essential Requirements | <ul style="list-style-type: none"> • A full clean driving licence • Willingness and ability to travel with access to own transport. • Commitment to on-going training and development • The successful candidate will be required to complete the Garda Vetting process satisfactory to Meath LSP's requirements. <p>HEALTH A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> |
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Short listing

Short listing of candidates may apply based on the information supplied. Canvassing will disqualify. Those selected will be invited to attend for **interview W/C 25th August 2025**.

The successful candidate will be expected to take up the offer of employment on or before 22nd September 2025.

Meath LSP shall require the person to whom the appointment is offered to take up such appointment as soon as possible.

If you are interested in applying for the position, please apply by sending a Cover Letter and CV to mary.murphy@meathcoco.ie **before 3pm on Wednesday 13th August 2025**

Meath Local Sports Partnership is an Equal Opportunities Employer

