

## **MEATH LOCAL SPORTS PARTNERSHIP**

### **FINANCIAL ACCOUNTANT - JOB DESCRIPTION**

<b>Job Title:</b>	Financial Accountant (Grade VI)
<b>Organisation:</b>	Meath Local Sports Partnership CLG
<b>Reporting To:</b>	CEO and the Governance and Finance Sub-Committee as needed
<b>Location:</b>	Townhall, Watergate Street, Navan, Co. Meath

#### **Contract**

Part-time permanent contract: hours of work will be 20 hours per week. The salary for this post will be aligned to the LA Grade VI Salary Scale (pro rata)

#### **Role Purpose**

The Financial Accountant will be responsible for the effective financial management, financial control, and financial governance of Meath Local Sports Partnership CLG. The role ensures robust financial reporting, compliance with statutory and governance requirements, and supports strategic decision-making through accurate financial analysis and advice.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

#### **Financial Management & Reporting**

- Prepare and maintain accurate financial records in accordance with best practice, accounting standards, and organisational policies.
- Manage day-to-day financial operations, including accounts payable/receivable, payroll oversight, bank reconciliations, and cash flow management.
- Prepare monthly management accounts, variance analysis, and financial reports for the CEO, Board and Finance Sub-Committee
- Support the preparation of annual budgets, multi-annual financial planning, and forecasting.
- Prepare annual statutory financial statements and liaise with external auditors through the audit process.

#### **Financial Governance & Compliance**

- Ensure compliance with the Companies Act 2014 and other relevant statutory requirements.
- Support the Governance Sub-Committee in meeting its financial governance responsibilities, including timely and accurate reporting.

- Maintain and strengthen internal financial controls and procedures.
- Ensure compliance with Sport Ireland funding requirements, Service Level Agreements (SLAs), and grant conditions.
- Support risk management processes, including identification and mitigation of financial risks.
- Assist in the development, review, and implementation of financial policies and procedures.

### **Funding & Grant Management**

- Oversee financial reporting for all Sport Ireland, Local Authority, and other grant-funded programmes.
- Ensure accurate tracking, reporting, and reconciliation of grant income and expenditure.
- Support programme staff with financial queries relating to funded projects and budgets.
- Assist with funding applications from a financial perspective, including budgets and financial projects.

### **Systems & Process Improvement**

- Maintain and optimise financial systems and accounting software.
- Identify opportunities to improve financial processes, controls, and reporting efficiency.
- Support digitisation and continuous improvement initiatives within the organisation.

### **Advisory & Support Role**

- Provide financial advice and guidance to the CEO, staff, and Board.
- Support strategic planning and organisational decision-making through financial insight.
- Assist with ad-hoc financial analysis and reporting as required.

### **General**

- Work collaboratively with colleagues to support the objectives of Meath LSP
- Ensure confidentiality and data protection compliance at all times.
- Undertake any other duties appropriate to the role and Grade 6 level as assigned.
- A high degree of flexibility with a strong team spirit

## **ESSENTIAL REQUIREMENTS**

### **Qualification**

- A recognised professional accounting qualification (e.g., ACA, ACCA, CIMA)

### **Experience**

- Minimum 3-5 years' relevant post-qualification industry experience
- Demonstrate experience in financial reporting, budgeting, and auditing.
- Experience working in a governance-focused environment (public sector, not-for-profit, charity, or similar).
- Experience in managing grant funding and compliance requirements.

### **Knowledge & Skills**

- Strong Knowledge of financial governance and internal controls
- Good understanding of Irish statutory and regulatory requirements
- High level of accuracy and attention to detail
- Strong analytical and critical thinking skills
- Excellent IT skills with high proficiency in Microsoft Office
- Competent and experienced in the use of Sage 50 Accounts & Sage Payroll
- Ability to communicate complex financial information clearly to non-financial stakeholders.

### **Competencies (Indicative Grade VI)**

- Leadership and accountability
- Managing information and making sound judgements
- Delivering results and meeting deadlines
- Effective communication and collaboration
- Governance awareness and ethical decision-making
- A high degree of flexibility with a strong team spirit

### **Terms & Conditions**

- Part-Time: 20 hrs. per week (working week Monday to Friday)
- Salary: Grade VI public service scale (pro rata)
- Annual leave and benefits in line with organisational policy
- Probation period as per contract
- Candidate must hold a full clean driving licence and have their own transport.