



**Kilkenny Recreation & Sports Partnership  
Governance & Finance Officer  
Part-time Fixed Term Contract Position**

**Job Description**

<b>Title:</b>	Governance & Finance Officer – Part-time Fixed Term Contract
<b>Salary Scale:</b>	Grade 5 administrative scale in line with the local authority grades commencing at €43,633 (€34,906 pro rata)
<b>Hours:</b>	30 hours per week. The chosen candidate must be flexible, and willing to work evening and weekends to accommodate the service needs, for which time off in lieu can be taken.
<b>Annual Leave:</b>	26 days annual leave and pro rata where less than full time hours worked.
<b>Travel Expenses:</b>	Travelling expenses will be paid where appropriate.
<b>Location:</b>	Kilkenny City.
<b>Reports to:</b>	Kilkenny Recreation & Sports Partnership Sports Co-ordinator.
<b>Duration:</b>	12 month fixed term contract subject to satisfactory completion of a 6-month probationary period

The primary purpose of the role is to provide high quality governance and finance support to the Sports Co-ordinator, Kilkenny Recreation & Sports Partnership (KRSP) Board and committees.

The GFO will ensure that all governance and finance obligations regarding recording, reporting and compliance are completed in line with the Governance Code for Sport, legal and statutory requirements and will satisfy the reporting needs of KRSP CLG and its key funding bodies. The GFO will have an understanding and commitment to the principles and values of KRSP and work as a responsible member of the overall team, participate in team meetings and ensure confidentiality and professional integrity at all times

**Specific Areas of Responsibility:**

**Governance**

- To provide high quality administrative support to the Sports Co-ordinator in relation to all KRSP functions and the KRSP Board and Committees.
- To support the Sports Co-ordinator, KRSP Board and relevant Committees in the planning, implementation and monitoring of progress to ensure compliance with the Governance Code of Sport
- To assist in the development, review and updating of all company policies in line with legal and statutory requirements
- To develop systems, standard operating procedures and templates to support the implementation of company policies including records management
- To keep up to date and informed on governance matters and upcoming changes
- To be the point of contact for queries in KRSP on areas relating to governance

- To conduct regular monitoring and annual audit of governance compliance within KRSP and report findings and recommendations to the co-ordinator.
- To assist the Sports Co-ordinator in supporting the Board and relevant committees around meetings, updates, transitions, inductions etc.

#### Finance

- To assist in budget management, financial projection and planning, procurement oversight, financial reporting and banking/cashflow management of KRSP accounts.
- To assist in the preparation of funding analysis documents, financial reports and funding applications for KRSP Board, sub-committees, funders and regulatory bodies.
- To support the preparation of information for the annual audit.
- To develop a system with relevant templates to co-ordinate and monitor funding applications, approvals and reporting timelines.
- Accurately track and record funding spend in line with approval rationale
- Keep up to date on financial /legal obligations including CRO obligations.

#### General

- To support and contribute to the preparation of annual operational plans for the delivery of the KRSP strategy.
- To support and facilitate in annual reviews of the operational plan reporting on its effectiveness and impact including the preparation of the Annual report.
- To support the roll out of all KRSP activities including any of the Sport Ireland national programmes and mass participation events as required.
- To be flexible in approach to work, and undertake any other duties that may be required within the remit of the Sports Partnership – this may involve some evening/weekend work from time to time.
- To contribute to ensuring that the company health & safety policies and procedures are implemented.
- To assist in the investigation of all accidents/incidents.
- To communicate all results/recommendations arising from investigations of accidents/incidents.
- To ensure that all activities undertaken as an officer of KRSP are in line with codes of practice and legislation.

The above is not an exhaustive list of responsibilities.



## Administrative Officer Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Degree in Business Management, Commerce, Administration, Governance or Finance / Accountancy</li> </ul>	<ul style="list-style-type: none"> <li>Accounting Technician Qualified</li> <li>Professional Certificate in Governance or similar Governance Qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>A minimum of 3 years' experience in administration at supervisory / mid-management level</li> <li>Strong internal control awareness and understanding of the importance of good governance</li> <li>Experience in the preparation / development of company policies and procedures including implementation with assurance systems in place.</li> <li>Experience of preparation of budgets and financial reports</li> </ul>	<ul style="list-style-type: none"> <li>Experience in Sage 50 Accounts or similar package, Thesaurus or similar package and financial transactions</li> <li>Preparation for financial audits and end of year procedures</li> <li>Knowledge and understanding of Sports, Community &amp; Voluntary sector</li> <li>Knowledge of Multi Sector Funding Application processes</li> <li>External and Internal Audit experience</li> </ul>
Skills and Competencies	<ul style="list-style-type: none"> <li>Excellent financial, organisational and time management skills.</li> <li>Excellent computer skills with high proficiency in Microsoft Office, in particular Excel, Word, Outlook and PowerPoint</li> <li>Excellent accuracy and close attention to detail</li> <li>Ability to produce and access information efficiently and accurately.</li> <li>Excellent communication and interpersonal skill.</li> <li>Strong analytical skills.</li> <li>An ability to use own initiative and, work as part of a team or independently as the situation demands.</li> <li>Ability to work to deadlines and under pressure</li> <li>A high degree of flexibility with a strong team spirit.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience of working with voluntary, community and/or statutory sector</li> <li>An interest in sport and physical activity</li> <li>Experience of working with voluntary, community and/or statutory sector</li> </ul>
Other	<ul style="list-style-type: none"> <li>A full clean driving licence and use of personal transport for work is required.</li> <li>Willingness and ability to travel.</li> <li>Commitment to on-going training and development</li> <li>The successful candidate will be required to complete the Garda Vetting process satisfactory to KRSPs requirements.</li> </ul>	



**Short listing**

Short listing of candidates may apply based in the information supplied. Canvassing will disqualify. Interviews will take place in Kilkenny City or by virtual means in line with Government advice in July 2021. Informal enquires to Nicola Keeshan at 087 0516033 up until 2<sup>nd</sup> July 2021.

KRSP 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 submit a statement of suitability and CV marked Ref: KRSP GFO to [nicola@krsp.ie](mailto:nicola@krsp.ie) by **1pm Friday 9<sup>th</sup> July 2021**.

Kilkenny Recreation & Sports Partnership is an Equal Opportunities Employer

