



## Finance Assistant - CLG

Cumann Lúthchleas Gael is Ireland's leading sporting and cultural organisation with membership approaching one million people and in excess of 500,000 playing participants at all levels. Inspired by its amateur status and supported by the voluntary efforts of all its members, the GAA devotes its entire resources to the development of Gaelic Games and Culture nationally and in local communities.

An opportunity now arises for a Finance Assistant to join the GAA Finance team. The successful applicant will be responsible for providing effective support to the GAA's Finance Department.

The role holder will report directly to the GAA Finance Manager.

### Key responsibilities include:

- Reconciling of credit card receipts on a daily basis to the relevant income source package;
- Processing purchase invoices for the Accounts Payable function;
- Preparing and recording receipts for lodgement to the bank;
- Reconciling control accounts on a monthly basis;
- Preparing and track back up documentation regarding payments to units;
- Assisting with the month end processes to ensure the accurate reports are available for presentation;
- Reconciling bank accounts;
- Provide administrative support to the Financial Controller where necessary;
- Completing other tasks or become involved in ad hoc projects as requested by the GAA Finance Manager.

### Essential Criteria:

- Third Level qualification in Accounting, Finance or related area (Level 7 NFQ or above);
- Excellent communication and presentation skills (verbal and written);
- Ability to effectively manage multiple projects and deadlines; hands-on approach to getting things done with a demonstrable ability to work well under pressure;
- Ability to work independently on own initiative and perform as part of a team;
- Excellent administrative and IT skills with a strong working knowledge of IT related packages and systems including Microsoft Office;
- Exceptional attention to detail and excellent record management and reporting skills;
- Strong analytical and problem-solving skills.

### Desirable Criteria:

- At least 1 years' experience in a similar role working in a busy Finance section;
- A knowledge and understanding of the GAA and its structures.

Candidates interested in the above role can apply by submitting an up to date cover letter and Curriculum Vitae to [jobapplications@gaa.ie](mailto:jobapplications@gaa.ie) on or before 11 a.m. on Monday, 20<sup>th</sup> May 2019.

**The GAA is an equal opportunities employer**