



## Operations & Finance Manager Mayo GAA

Cumann Lúthchleas Gael is Ireland's leading sporting and cultural organisation with membership approaching one million people and more than 500,000 playing participants at all levels. Inspired and supported by the voluntary efforts of its members, the GAA is focused on the development and promotion of Gaelic Games and culture on the island of Ireland and in local communities.

The Association is constantly responding to the growing and changing needs of our members, players, volunteers and supporters and on this basis is currently recruiting for an Operations & Finance Manager to be directly responsible for assisting the Mayo County Executive in formulating the long and short term objectives and priorities for the development of our games in Mayo, whilst carrying out duties in relation to the day to day management and operations of the County Executive's activities.

Reporting to the Mayo County Chairperson and working closely with Connacht GAA and the office of the Ard Stiúrthóir, the Operations & Finance Manager will be responsible for administering and managing the financial activities of Mayo GAA whilst supporting the strategic direction of the GAA in the county.

This role requires a motivated and talented individual with a strong interest and passion for Mayo GAA.

### **Duties and Responsibilities shall include:**

- To assist the County Treasurer with the management of all financial services/operations ensuring that proper governance and accountability in all aspects of the County Committee's (and all subsidiary Committees) financial dealings;
- Ensure the application of IT and Communication systems in the administering of operations/financial activities, supporting the County IT officer;
- Support the County Treasurer in the planning and preparation of Financial Reports and Budgets;
- Financial Administration of county grounds
- Manage the operational structure of the county on a day to day basis to include the management and supervision of all full and part-time personnel;
- Assist the County Chairperson and Secretary with production of an annual operations plan and a framework to enable officers to operate as an effective team;
- To assist the designated County Officer(s) with the fixtures planning of all codes to ensure a meaningful and balanced programme of games is provided for Child, Youth and Adult players. Responsible for operating Competition Management System;
- Upkeep of asset register, providing assistance and guidance on all property matters and development of facilities in conjunction with the development officer
- In conjunction with the Development Officer, responsible for overseeing delivery of Club and County Officer training programmes;
- Providing the necessary leadership, management, decision making and organisational skills to enhance the county board operation, to develop and implement marketing strategies;
- Responsible for developing the county commercially by identifying and seeking out partnership opportunities for the Association with external parties, qualifying those opportunities and developing appropriate approaches to engage the parties professionally presenting the specific opportunity for support;
- Maintain internal controls to the highest standards recommending updated/ revised procedures where required to the County Officers;
- The Job Holder will also undertake any other such projects or responsibilities as deemed appropriate by their Manager.

**Essential Requirements:**

- At least 3-5 years' experience of working in the GAA or similar sporting organisation (Voluntary or Professional Capacity);
- An appropriate qualification and experience in Financial Management;
- Proven track record in the area of Project Management including financial planning and management, reporting and evaluation, budgetary control, and with previous experience of ensuring close adherence to financial and legal governance requirements;
- Excellent financial and analytics skills;
- Exceptional leadership and organisational skills with the ability to foster and implement effective change;
- Proven experience of establishing and delivering a strategic plan to generate outstanding results;
- Excellent people management skills with the ability to build and maintain strong business and team relationships, and manage conflict;
- Superb stakeholder management skills, including a proven ability to build enthusiasm for commercial or sponsorship opportunities, with an aptitude for brand management;
- Exceptional organisational skills with proven experience of working to tight deadlines and achieving set targets;
- Excellent administrative and IT skills are essential with exceptional attention to detail and efficiency at keeping records;
- Exceptional communication/presentation skills (verbal and written) and interpersonal skills;
- Strong proven ability to work in high-pressure situations, and a willingness to work out of office hours and some weekends;
- An in-depth knowledge of the GAA and its structures;
- Demonstrable knowledge and experience of best-practice coaching, learning and development strategies and tools;
- A strong interest in and understanding of Mayo GAA.

**Desirable Requirements:**

- A relevant third level qualification in the area of Business and Accountancy;
- Suitable experience of accountancy software;
- Experience with Microsoft Dynamics.

Candidates interested in the above role should apply with an up to date cover letter and Curriculum Vitae [jobapplications@gaa.ie](mailto:jobapplications@gaa.ie) on or before 3pm on Friday 22<sup>nd</sup> January 2021.

Please note the role is subject to Garda Vetting.

**Mayo GAA is an equal opportunities employer.**