

VACANCY

IABA High Performance Unit Finance and Administration Officer

The Irish Athletic Boxing Association (IABA) is wishing to recruit a part-time Finance and Administration Officer with the successful candidate to work in the High Performance Unit (HPU) at the Sport Ireland Institute in Abbotstown, Dublin.

Boxing is Ireland's most successful Olympic sport with a rich history of medal winning performances across multiple Games. The HPU provides a world class daily training environment for Ireland's best boxers. It is a crucial part of the overall IABA approach to high performance development and sustainable world class performances on an international stage.

This is a great opportunity for a suitably qualified accounting technician to provide expertise in a key area that supports the Irish National Boxing program. This exciting role will require a multi-tasker who has strong accounting skills and book-keeping experience, effective planning and communication skills, proficient computer literacy and a willingness to take on a range of administrative tasks to support key staff and athletes within the HPU.

Location

IABA High Performance Unit (HPU) at the Sport Ireland Institute, Sport Ireland National Sports Campus in Abbotstown, Dublin.

Hours of Work

3 days / 24 hours per week, with flexible scheduling of hours.

The employee will not normally receive any additional payment for hours worked in excess of 24 hours per week, but may be permitted to take time off in lieu of such excess hours worked, if agreed with the line manager.

Contract Duration

Initial 2 Year contract with the possibility of extension. A six-month period of probation will apply.

Annual Leave

The association's leave year runs from January 1st to December 31st. The employee will be entitled to pro-rata 21 days leave per annum plus 10 statutory bank holidays. Excess hours can be taken during a holiday period, after agreement with your line manager.

The employee is required to retain a minimum of 3 days leave to cover the Association's Christmas shutdown period.

Salary Range

Pro-rata €35,000 per annum but subject to qualifications and experience.

Line Management

Reports to the National Performance Director and works closely with the High Performance Unit Manager (HPUM).

Essential Skills and Qualifications

This role is multifaceted and offers a great scope of work.

- Experience in general book-keeping ATI (Accounting Technicians) qualification of similar is desirable.
- Minimum of 2-3 years experience in a similar role
- Competent in use of Microsoft office
- Advanced planning and good administrative skills
- Task oriented and able to work both independently and under direction
- Competent English language skills and good communicator

Desirable Skills

- Understanding of Boxing as an Olympic and international sport
- Previous experience working in a similar role in a fast-paced high performance sport environment

Duties and Responsibilities:

- In conjunction with the National Performance Director (NPD) and IABA Finance Manager, assist with establishing annual HP budgets, identifying fixed and variable expenditure and appropriate cost centres for effective financial management.
- Manage all HP income and expenditure items, including grant allocations from Sport Ireland (SI) and the Olympic Federation of Ireland (OFI).
- Assist the NPD with grant reconciliation, reporting and bi-annual HP funding reports to SI.
- Build and maintain positive working relationships with HPU staff and all primary partnership groups, including Sport Ireland Institute (SII) staff, Sport Ireland HP Unit and the OFI.
- Place orders, track delivery and reconcile invoices for any purchases, supplies and incidentals.
- Assist the HPUM with day to day running of the HPU training programme, assuming set tasks and responsibilities per delegation of the NPD or HPUM.
- Liaise with SII operational staff in respect of facility Institute use-age, access permissions, appointments and catering for Squad training camps.
- Establish and maintain an HPU equipment and utilities asset register, identifying depreciation, maintenance and replacement schedules.
- Attend IABA and HPU staff meetings as and when required.

This job description is not intended to be exhaustive and the post holder will also be required to undertake any other reasonable duties as required by the National Performance Director.

Core Competencies

- High level of efficiency with an attention to detail in all financial matters.
- Able to both self-manage time and priorities, and also follow the directions of others and meet agreed deadlines.
- Maintain a positive and professional disposition while working under pressure in a fast-paced sport environment.
- Team oriented with an ability to work within a small HPU workforce and with other high performance stakeholder sub groups e.g. athletes, coaches, Sport Science / medicine staff, IABA staff and officials
- Solution based problem solver
- Strong IT literacy with the ability to develop financial reports and presentations and, draft correspondence
- Demonstrated ability to maintain confidentiality.

Application Process

Interested persons are invited to submit the following by email to hr@iaba.ie:

- CV including 2 referees
- Cover letter outlining how they meet the essential skills and qualifications, and core competencies by providing examples of how they have previously fulfilled the duties and responsibilities of this type of role

Application closing date: 5.00pm, 15 December, 2023 TBC

Anticipated Interview Dates: 2 - 5 January, 2024 TBC

Commencement date: ASAP January, 2024

The Irish Athletic Boxing Association (IABA) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder is required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

The Irish Athletic Boxing Association is an equal opportunities employer