



## **Job Description of Accounts & Administration Assistant**

Table Tennis Ireland (the Association) is the National Governing Body for Table Tennis within the 4 individual provinces of Ireland. Table Tennis has demonstrated over the years that it is a sport suitable for all age groups, from juniors to veterans, as well as able bodied and those with a disability. The Association currently has 50 affiliated clubs and works with a further 97 schools. The Association's office is in Irish Sport HQ at the Sport Ireland National Campus.

Growing our team, we are looking to appoint an Accounts & Administration Assistant to support our future organisation. Reporting to General Manager, this will be a permanent part time role for five half-days per week (20 hours per week; additional hours may be required from time to time). The role will be to administer the Associations finances and ensure compliance with applicable legislation and governance codes.

### **Key responsibilities:**

- Processing supplier invoices, expense claims, credit notes, purchase orders etc. onto our accounts system.
- Raising sales levy invoices for clubs, players and coaches.
- Reconciliation of the company credit card and bank accounts.
- Managing debtors and creditors and ensure all are paid in a timely manner.
- Creation of bank payments for authorisation.
- Analysing & processing monthly Stripe and GoCardless pay-outs from the online membership and events system.
- Process monthly payroll on Thesaurus & update Revenue (ROS) systems accordingly (please note that we currently have 4 employees).
- Run monthly reports for the Board of Directors, Management Committee and Office.
- Assist with grant applications, mid-year reviews, year-end audits and budgets (stakeholders).
- Liaise with the external auditors on preparation of the annual financial statements
- Assist with review & update of the Associations financial policies & procedures as required.
- Manage the asset register of the Association.
- Prepare Ad hoc Finance reports as requested.

### **General:**

- Support the General Manager with the submission of grant applications.

- Assist the General Manager with the arrangements for the AGM, organising events and other key operational areas.
- Any other duties which you may be required to carry out from time to time.

**Essential competencies:**

- A third level qualification in finance or accounting.
- Previous experience in financial administration, forecasting and managing budgets.
- Prior experience of using an accounting package.
- Good excel and database skills will be required.

**Desired competencies:**

- Experience using online systems (revenue, membership, bookings etc.).
- Proficient IT skills, in particular Microsoft packages.

**Personal qualities:**

- Highly organised, with a strong attention to detail.
- High level of integrity and ability to deal with confidential information.
- Team player with a strong desire to share collective responsibility.

**Why choose Table Tennis Ireland:**

- To make an impact on the Sport throughout the island of Ireland
- Networking and development opportunities across NGB's
- Community voice and reach
- Scope to grow and obtain recognition
- Flexibility, empowerment and autonomy to do great work in an environment, where each member of the team is encouraged to live the values of the association: transparency, inclusivity, excellence and professionalism, respect and fairness, receptive to change and fun.

**Benefits include:**

- Competitive salary

- Hybrid work option (*we are following Government Guidelines in relation to COVID\_19 and currently operate a blend of working from home and office attendance*)
- Pension scheme
- Discounted membership rate for Sport Ireland aquatic centre
- Discount available on purchases at Mount Charles catering outlets on campus
- Professional development and on-going training
- Table Tennis Ireland is an equal opportunities employer