



Table Tennis Ireland (TTI) 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's office is in Irish Sport HQ at the Sport Ireland National Campus

Table Tennis Ulster (TTU) is a provincial Branch of Table Tennis Ireland and is responsible for promoting and developing the sport in Ulster. TTU has an Office at Lisburn Racquets Club, Lisburn.

TTU and TTI have been successful in securing Sport NI Sports System Investment funding (*supported by National Lottery Funding*). The funding will support the development of opportunities for participation in the sport of table tennis in Ulster focusing on the priority areas of retention and growth, pathway access and equality, diversity, and inclusion.

JOB DESCRIPTION

Post Title:	Finance and Administration Officer
Reports to:	TTU Operational Supervisor
Salary:	£23,484 pro rata to hours worked (circa 12-16 hours :- <i>agreed hours will be linked to funding available, minimum of 12 hours per week available</i>)
Hours of work:	Circa 12-16 hours per week - there may be some negotiation related to hours. Flexible working hours can be negotiated by mutual agreement and may involve some weekends.
Duration:	Initially to end of March 2025 and maybe extended subject to confirmation of funding
Based at:	Table Tennis Ulster has a base at Lisburn Racquets Club – TTI/TTU are operating a blend of working from home and attending at the office.

Job Summary:

To support delivery of our Sports System Investment Project Plan, TTI and TTU wishes to appoint a Finance and Administration Officer who will provide support for the organisation and its activities, including administration of financial transactions using TTU accounts system. The role requires excellent organisational skills and a thorough knowledge of Microsoft Office and experience of using finance / book keeping IT system. Good communication skills and an excellent telephone manner are essential. You will be required to work on your own initiative and as part of a team.



Main Areas of Responsibility:

- Administration and recording of TTU financial transactions including income, invoicing and payments using the TTU accounting system.
- Maintaining of TTU financial records related to income, invoicing and payments including completion of financial documentation related to TTU grants applications.
- To provide administration support to the TTU Executive Officers and TTU staff, including Word Processing, document preparation, photocopying, compilation and dissemination of information.
- To deal with correspondence and telephone queries concerning TTU business.
- Support the TTU with the arrangements for the AGM and other key operational areas
- To carry out administrative duties required for the organisation of tournaments, including the preparation of entry forms, dissemination of competition information and receipt of monies.
- To maintain records as required concerning TTU activities and events.
- To support TTU Social Media activities in promotion of TTU events and activities.
- To provide administration support related to events and activities for TTU coaches and players and other Branch activities as required.
- To liaise with other organisations, including the Sport NI concerning TTI/TTU business as required.
- Any other duties as required.



**Administration Officer
Personnel Specification**

Attribute	Essential	Desirable
Qualifications	*5 GCSEs at Grade C or above including Mathematics and English (or equivalent qualification in literacy and numeracy).	
Previous experience	<p>*1 years full time (or part time equivalent) administrative experience.</p> <p>*Demonstrable experience utilizing Microsoft packages or similar.</p> <p>Experience of using accounting / book keeping system eg xero</p> <p>Demonstrable experience of working under pressure and to deadlines.</p>	<p>**1 year's full-time (or part-time equivalent) administration experience in a sporting/recreation/ voluntary environment.</p> <p>Experience of producing materials for distribution (flyers, leaflets, etc).</p>
Skills	<p>Ability to be self-motivated, resourceful, work on own initiative in a flexible and co-operative manner.</p> <p>Excellent organisational skills, numeracy, accuracy and attention to detail.</p> <p>Effective interpersonal, written, and oral communication skills.</p>	
Other factors	*Willingness to occasionally work out of normal office hours	

All posts are made subject to receipt of satisfactory references and Access NI checks.



Please note: Only those applicants who clearly demonstrate relevant achievement, experience, knowledge and understanding of the essential criteria marked * will go forward to the next stage in the recruitment and selection process. The panel reserves the right to enhance criteria to facilitate short-listing.

Why choose Table Tennis Ireland:

- ✓ *To make an impact on 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.*

Benefits:

- ✓ Hybrid work option
- ✓ 28 days of annual leave (pro rata)
- ✓ Sick Leave scheme
- ✓ Pension Scheme
- ✓ Professional development and on-going training