



Part Time Vacancy – Finance Administration

Organisation:	Irish Judo Association
Location:	IJA Office, Irish Sport HQ, Sport Ireland Campus, Blanchardstown, D15 DY62
Contract Length:	One Year Contract - Part Time PAYE
Salary:	€12,000 per annum
Application closing date:	14 th August 2024
Start Date:	September 2024

About

The Irish Judo Association is the National Governing Body for the sport of Judo in Ireland. Our mission aims to develop, foster, promote, and organise judo activities and offer guidance and leadership whilst preserving the integrity and principles of the sport of judo on the island of Ireland. The Association is seeking a suitable candidate to assist the Office Manager with finance administration.

Key Job Duties & Responsibilities

1. The part time finance administrator will work closely with the Office Manager to provide administrative support within the finance section of the organisation.
2. The part time finance administrator will organise & file customer & supplier invoicing.
3. The part time finance administrator will input data for customers and suppliers into the accounting system SAGE to assist the IJA Office Manager with bank reconciliations.
4. The part time finance administrator will answer customer queries and manage credit control with IJA Treasurer and IJA Office Manager.
5. Performing other miscellaneous finance related duties as assigned by the Irish Judo Association via the IJA Office Manager.
6. Onsite training for internal procedures and processes will be provided to the successful candidate. The successful candidate will report to the IJA Office Manager.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended in the light of the changing environment within the Sport of Judo.

Essential Requirements:

The candidate must:

- Have a minimum of 2 years work experience in financial administrative position.
- Have experience with SAGE accounting system (demonstration by candidate will be required).
- Have excellent organisational skills with good attention to detail.
- Have strong verbal and non-verbal communication skills.
- Be eligible to work in Ireland on a full-time basis.
- Work from IJA Office, Dublin D15 DY62

Hours of work: 15 hours per week over 3 days per week (days to be decided after post is filled).

IJA Office, Sport HQ, Sport Ireland Campus, Blanchardstown, Dublin D15 DY62
Company Limited by Guarantee. Registration No. 112335. V.A.T. Reg No. IE4806869B

President: Ms Sylvia O'Flynn



IRISH JUDO ASSOCIATION

Desired Requirements:

- Strong ICT skills with the capacity to maximise technology to increase efficiencies in processes and procedures.
- Ability to grasp and contextualise specialist information.

Application Process:

Candidates should submit a cover letter together with their curriculum vitae and details of two Referees to:
Ms. Deirdre Leonard by email only to: deirdre.leonard@irishjudoassociation.ie

Interviews will be at Irish Sport HQ, Sport Ireland Campus, D15 DY62. Candidates will be shortlisted after close date 14th August 2024, interviews will be 21st August 2024. The role will commence September 2024. Appointment will be made subject to satisfactory:

- Garda Vetting/Access NI Vetting
- Reference Checking Procedures