Senior Operations and Finance Officer
JOB DESCRIPTION

POST	Senior Operations and Finance Officer
REPORTING TO	Manager – Operations and Finance, Léargas
JOB PURPOSE	Coordinate, create and implement relevant programme processes managed by Léargas
	Analyse trends in expenditure
	Conduct financial analysis of projects including detailed checks
PAY GRADE	Equivalent to Civil Service HEO STANDARD SCALE – PPC, starting at €46,081 *per annum*

Roles and Responsibilities

- Oversee the disbursement of EU Commission allocated funding for Erasmus+ projects managed by Léargas.
- Working with programme finance officers, conduct financial checks and risk assessments of project applications and final reports
- Coordinate and implement the Financial Control procedures established by the Commission through overseeing and participating in financial checks of funded projects and monitoring of error rates
- Analyse trends in programme and project expenditure including the tracking and analysis of commitment and absorption rates
- Make recommendations for future funding commitments
- In partnership with programme managers, provide recommendations and support for relevant sections of the Léargas Work Programme
- Devise and implement a contracting process and act as a single contact point for all amendments related to contracts
- Create and implement a Programme Operations Manual in compliance with requirements set out by the Commission and oversee relevant programme processes
- In partnership with the unit manager be responsible for completion of the financial and statistical sections of the Yearly Report
- Contribute to organisational learning through sharing of information and experience with colleagues
- Take personal responsibility for your personal and professional learning and development including active involvement in the Léargas Performance Management and Development System
- Any other task which may be assigned to you by the Unit Manager or Executive Director

Person Specification

- Qualification in relevant subject area
- Demonstrable knowledge of finance and risk assessment
- Knowledge of financial rules and regulations at both National and European levels
- Proven expertise in financial control and funding allocation
- Experience in compliance and audit processes
- Project financial management experience
- Ability to work in a team and with different cohorts of people
- Strong communication and report writing skills

Key competencies required

- Personal effectiveness
- Leadership
- Analytical and conceptual thinking
- Managing for results / results oriented
- Critical analysis
- Organisation and planning

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