



## Fixed Term Contract

### Executive Officer – Programme Finance and Operations

#### JOB DESCRIPTION

<b>POST</b>	6-month Fixed Term contract Finance Executive Officer in Programme Finance and Operations Team
<b>REPORTING TO</b>	Acting Manager – Programme Finance and Operation team
<b>JOB PURPOSE</b>	Ensure the effective and efficient co-ordination of project funding, reporting, and checking; review Léargas compliance with guidelines for European Solidarity Corps (ESC), Erasmus+ and other Léargas programmes and initiatives
<b>PAY GRADE</b>	Executive Officer: €34,562 (pro rata)

Léargas manages national and international exchange programmes in adult education and schools, vocational education and training, and youth and volunteering. These activities connect people in different communities and countries and bring an international dimension to the work of organisations across Ireland. We are the National Agency for Erasmus+ in Adult Education, School Education, VET and Youth, and the European Solidarity Corps (volunteering and solidarity

We have built a national and international reputation for effectively managing significant levels of funding to support European collaboration and exchange. We have also built a reputation for a friendly and supportive approach to programme applicants and beneficiaries. We are now recruiting for an enthusiastic and driven person to join the team in Léargas as a Finance Executive Officer in the Programme Finance and Operations team.

#### Role and Responsibilities

- Together with programme finance officers, conduct financial checks of Erasmus+ and ESC project applications and reports.
- Participate in financial checks of funded projects, issuing reports and monitoring error rates.
- Coordinate interim and final project payments and financial reporting in accordance with the systems and procedures as set out by the Commission in the relevant Guide(s) for National Agencies.
- Provide support and training to applicants and participants in contractual and financial management.
- Any other task that may be assigned to you by your manager or the Executive Director



### Person Specification

- Preferably – experience and knowledge of Erasmus+/ESC projects
- Qualification in relevant subject area or experience in business administration
- Project financial management experience
- Demonstrable knowledge of finance and budgets
- Very good knowledge of Excel
- Excellent time management skills and the ability to multi-task
- Ability to work to deadlines, meet targets and prioritising competing demands.
- Strong communication and report-writing skills

### Key competences

- Analysis/problem solving.
- Personal effectiveness
- Managing for results/results oriented
- Flexibility and change orientation.
- Organisation and planning
- Initiative

### General requirements of all Léargas staff

We expect our people to show leadership, exceptional organisational and planning skills, and to be analytical and conceptual thinkers with excellent IT, networking and influencing skills. We expect excellent interpersonal and communication skills, including presentation skills, combined with an ability to fit within a team that works to support the vision and mission of Léargas.

### Application process

Send your **expression of interest and concise CV** to [recruit@leargas.ie](mailto:recruit@leargas.ie) to reach us no later than 31<sup>st</sup> March 2024. Interviews to take place week commencing 8th April 2024

We work 35 hours per week in a flexible environment. The position is based in Dublin and may require national and international travel. We operate a hybrid weekly work arrangement with staff attending some days in the office and some working from home.

Léargas is an equal opportunities employer and welcomes applications from people with disabilities.