



POST	Executive Officer in Programme Finance and Operations Team
REPORTING TO	Head of Programme Finance and Operations, Léargas
PAY GRADE	Equivalent to Executive Officer PPC €38,419.
JOB PURPOSE	Provide specialist technical and administrative supports and services through the project validation, eligibility and contract stages of the European Solidarity Corps and Erasmus+ project lifecycles. Ensure the effective co-ordination of project funding, checks and reporting, ensuring Léargas compliance with above.
APPLICATION DEADLINE	5pm on 20 th March 2026
LOCATION	Dublin 1 – Hybrid Working – Weekly attendance across Office/Home/Off site
ELIGIBILITY	Candidates must hold a valid visa or work permit to work in Ireland

Léargas is responsible for developing and implementing national and international exchange programmes across the sectors of adult education, school education and early years, vocational education and training, sport, youth and volunteering. These activities connect people in different communities and countries and bring an international dimension to organisations across Ireland. We are the National Agency for the Erasmus+ and European Solidarity Corps programmes of the European Union across the sectors mentioned above, and we are the National Support Office other EU initiatives in Ireland. We are a company limited by guarantee and a registered charity (CHY 8317).

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 an Executive Officer. This is an exciting opportunity for the right candidate to progress their career working in intercultural partnership for education, training and youth.

Role and Responsibilities

- Provide guidance to project applicants on the technical aspects of the application process
- Administer grant applications, grant agreements and related payments
- Coordinate selection committee meetings on eligibility and technical checks
- In collaboration with relevant team members, conduct organisational certification, eligibility checks, risk assessments and financial capacity assessments
- Prepare and issue grant agreements to successful applicants and coordinate initial project payments in line with relevant systems, procedures and programme guidelines
- Maintain accurate records of contracts, amendments, payments and reporting to support compliance with European Commission timelines and requirements
- In cooperation with the Senior Programme Finance and Operations Officer, ensure adherence to the relevant Guides for National Agencies and contribute to the review and updating of internal processes and procedures
- Carry out quarterly financial reconciliations

Person Specification

- Qualification in Business Administration or a related field, or a minimum of five years' relevant project administration experience
- Strong administrative and organisational skills, with excellent attention to detail and the ability to manage multiple priorities
- Demonstrable experience in financial administration, including budgeting, financial tracking and project financial management
- Advanced knowledge of Microsoft Excel, including the ability to manage and analyse data, track budgets, and produce structured reports
- Strong digital and systems competence, including experience working with Microsoft Office, database or reporting systems, workflow tools and automation platforms
- Ability to analyse information and produce accurate, structured reports and recommendations
- Strong written and verbal communication skills, with the ability to work effectively with diverse stakeholders
- Ability to work both independently and as part of a team
- A strong understanding of, and commitment to, confidentiality
- Flexible and adaptable in response to changing programme or organisational requirements

Key capabilities

- Building Future Readiness
- Leading and Empowering
- Evidence Informed Delivery
- Communication and Collaboration

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 to reach us no later than 5pm on 20th March 2026. Interviews to take place week commencing 23rd March.**

On conclusion of this competition a panel of successful candidates may be formed. Candidates who obtain a place on the panel and who fulfil the conditions of the selection process may be considered for subsequent approved vacancies over the next 18 months.



We work 35 hours per week in a flexible environment. The position is based in Dublin and will require national and international travel. We operate a hybrid weekly work arrangement with staff working between office and home. Other benefits of working in Léargas include:

- Generous annual leave
- Defined contribution pension scheme
- Staff development and further education support
- Flexible working schemes
- Paid sick leave scheme
- Death in service benefit
- Employee Assistance Programme

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