



JOB DESCRIPTION - SENIOR FINANCE OFFICER

POST	Senior Finance Officer – Permanent contract
REPORTING TO	Head of Finance and Corporate Services
PAY GRADE	Equivalent to Higher Executive Officer PPC €59,435
APPLICATION DEADLINE	5pm on 31st 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 deliver our work under the aegis of the Department of Further and Higher Education, Research, Innovation and Science.

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 looking to fill a Senior Finance Officer position under a permanent contract in the Finance and Corporate services team.

Role and Responsibilities

Monthly Accounts, Budgetary Processes and Reporting

- Lead on the month end close process, ensuring accounts are finalised within 7 working days of month end.
- Oversee the preparation and analysis of the monthly management accounts with commentary on variances arising on actual versus budget.

- Preparation of departmental accounts for managers, identifying and addressing any deviations or variations from agreed expenditure or activity in conjunction with the relevant team manager.
- Preparation of cash flow and maintenance of the company's bank analysis file.
- Completion of the monthly balance sheet reconciliations, and management of any actions arising, prior to presenting for review and sign off by the Head of Finance.
- Compile, analyse and issue Project Performance Reports to relevant departments.
- Processing month-end/year-end journals e.g., accruals, prepayments, salary journals etc.
- Provide oversight of the bank reconciliation process.
- Assist the Head of Finance in the preparation of Léargas annual accounts for the statutory audit of the company.
- Coordinate and support internal and external audits.
- Assist the Head of Finance in relationship management with auditors both external and internal during visits/reviews.
- Assist Head of Finance with audit deliverables.
- Perform financial analysis, identify trends, and make recommendations for improvement.
- Ensure compliance with all relevant financial regulations, accounting standards, and reporting requirements.
- Develop and implement financial policies, procedures, and internal controls to safeguard assets and optimise financial performance.

Daily Processes and Procedures

- Overall maintenance and oversight of financial records including, receipts analysis, payment preparation and analysis, creditors listing and creditors' ledger reconciliation.
- Supervision of the Finance Officer
- Ensure that funding granted to Léargas is applied appropriately.
- Working as a member of the team in preparation and submission of financial and other reports to the relevant government departments and the European commission.
- Assist in primary and systems checks of projects funded by Léargas.
- Carry out Financial Capacity Checks for project applicants

Other

- Assist the Head of Finance in the quarterly reviews of the organisational risk register, with particular emphasis on financial risks
- Monitoring the upkeep of the Contract Register and the Fixed Asset Register.
- Administration of the Léargas Pension Scheme and distribution of the Trustees annual report.
- Administration of the Léargas Insurance policies and the annual renewal.
- Managing relations with key suppliers including the bank and the pensions consultant.
- Monitor Purchasing/Leasing of the organisational equipment and supplies.
- On-going review and steam-lining of process and procedures to aid accuracy and efficiency.
- Co-ordination of procurements processes and systems in line with organisation and public policy

- Other duties as assigned

Person Specification

Essential skills, experience and qualifications required:

- Minimum 3 years' experience working in a Similar role.
- Excellent organisational and time management skills, ability to multi-task, work autonomously and take ownership with little supervision.
- Ability to work to strict deadlines and meet targets while prioritising competing demands.
- Proven skills and experience of engaging, networking, building and maintaining effective relations and effective communications with all stakeholders.
- Enthusiastic team player as part of an internal team and cross-function team.
- Strong understanding of how the Finance Department supports and contributes to the organisation's strategic goals and objectives.
- Clear understanding of and commitment to professionalism, confidentiality and discretion.
- Strong administrative and IT skills including accounting software use and MS suite skill set with advanced MS Excel skills.
- identify opportunities to improve business processes and efficiencies.
- Strong project management skills.
- Positive, flexible, can-do attitude.

Highly Desirable

- A recognised accountancy qualification; Accounting Technician or part qualified.
- IPASS qualified.
- Experience in the public/EU funding/voluntary sector.
- Experience of supervising team members

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 31st March 20265. Interviews to take place early April.**

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. 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.