

Executive Officer – Programme Finance and Operations

POST	Finance Executive Officer in Programme Finance and Operations Team
REPORTING TO	Acting Head of Programme Finance and Operations, Léargas
JOB PURPOSE	Ensure the effective and efficient co-ordination of project funding, reporting, and checking; review Léargas compliance with guidelines for Erasmus+, European Solidarity Corps and other Léargas programmes and initiatives
PAY GRADE	Léargas utilises civil service pay scales. Appointment refers to Executive Officer Grade and salary offer is at point 1 - €36,544
APPLICATION DEADLINE	5pm on 6 th December 2024.

Léargas manages international and national exchange programmes in education, youth and community work, and vocational education and training. These exchanges 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. Léargas is a not-for-profit organisation (CHY 8317), under the remit 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.

Role and Responsibilities

- Oversee the disbursement of EU Commission allocated funding for the European Solidarity Corps, Erasmus+ and other EU funded projects managed by Léargas.
- Conduct financial checks and risk assessments for project applications.
- Conduct and coordinate financial reporting (including periodic/interim and final reports) of projects funded under Erasmus+ and ESC Programmes in accordance with systems and procedures set out by the European Commission in relevant Guide(s) for National Agencies.
- Coordinate interim and final payments and refunds for projects funded under both programmes.
- Coordinate and implement financial control procedures established by the Commission through overseeing the risk assessments and conducting financial checks of funded projects, evaluating reports and monitoring error rates.
- Provide ongoing support and training to applicants and participants in contractual and financial management and the use of reporting tools.
- In cooperation with the Senior Programme Finance and Operations Officers:
 - verify Léargas' compliance with all aspects of the relevant Guide(s) for National Agencies
 - participate in designing and implementing work processes and procedures
- Any other task that may be assigned to you by your Manager or the Executive Director.

Person Specification

- Qualification in relevant subject area or experience in business administration.



- Comprehensive knowledge of finance, budgeting, and risk assessment processes, with advanced proficiency in MS Office.
- In-depth understanding of compliance requirements and audit procedures.
- Experience in financial management for projects.
- Advanced IT skills, including expertise in Excel, dashboards, and software tools for report creation and data analysis.
- Exceptional time management abilities with a strong aptitude for multitasking.
- Demonstrated capacity to work effectively under pressure, prioritise competing tasks, and consistently meet deadlines.
- Proven track record of collaborating successfully within teams, engaging across various organizational levels, and managing diverse stakeholder groups.

Key competences

- Analysis/problem solving.
- Personal effectiveness.
- Managing for results/results oriented.
- Openness to change.
- Organisation, planning and attention to detail.
- Innovation.

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 6th December 2024. Interviews to take place week commencing 9th December.**

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.