



Financial Controller

Olympic Handball Ireland

Part-time 10 hours pw

Salary- €15, 000 - 18,000 based on experience

Contract Type- Fixed Term (2 years) with possibility of extension subject to funding

Role Overview

Olympic Handball Ireland is seeking an experienced and highly organised Financial Controller to oversee and manage all financial operations of the organisation. Reporting directly to the CEO, the successful candidate will play a key leadership role in ensuring strong financial governance, compliance, reporting, budgeting, and operational support across the organisation.

This is a hands-on role suited to an individual who is comfortable operating independently, managing day-to-day financial activities while also contributing strategically at Board and committee level.

Key Responsibilities

Financial Management & Reporting

- Act as the sole finance employee with full responsibility for the organisation's financial reporting and accounting functions.
- Prepare accurate monthly, quarterly, and annual financial reports, including quarterly management accounts for Board meetings.
- Lead the preparation of year-end accounts and coordinate the annual external audit process.

- Manage all banking activities and maintain effective financial controls.
- Monitor organisational cash flow and oversee accounts payable and receivable processes.
- Develop and maintain budgets, financial forecasts, and cashflow projections.
- Ensure accurate financial record keeping and compliance with all statutory and regulatory requirements.

Payroll & Operational Support

- Liaise with the external payroll provider and/or manage monthly payroll processing in-house where required.
- Support the Operations Director to ensure efficient operational processes and successful event delivery.
- Provide financial insight and analysis to support organisational decision-making and strategic planning.

Grants, Governance & Compliance

- Manage grant expenditure, reconciliation, and reporting requirements.
- Prepare and oversee the finance sections of grant applications and funding submissions.
- Serve as a key member of the Finance, Audit and Risk Committee.
- Monitor developments in financial legislation, governance, and compliance requirements, ensuring appropriate implementation across the organisation.

Stakeholder Management

- Maintain effective communication and professional relationships with suppliers, customers, funders, auditors, and external stakeholders.
- Support the CEO and Board with financial information and recommendations as required.

Person Specification

Essential Skills & Experience

- ACA, ACCA or CPA Accountancy Qualification.
- Minimum 3 years post qualification experience.
- Experience using online cloud-based accounting platforms.
- Strong financial reporting and accounting experience.
- Advanced proficiency in Microsoft Excel.
- Ability to work independently and manage multiple priorities effectively.
- Strong understanding of budgeting, forecasting, and cashflow management.
- Excellent organisational and time management skills with strict adherence to deadlines.

- High level of accuracy and attention to detail.
- Ability to maintain confidentiality and integrity when handling sensitive financial information.
- Strong communication and stakeholder management skills.

Desirable

- Experience working within the sporting, not-for-profit, or grant-funded sector.
 - Experience supporting governance committees and Board reporting processes.
 - Knowledge of Irish financial compliance and reporting obligations.
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Reporting Structure

- Reports directly to the CEO.
 - Works closely with the Director of Finance (Voluntary Board), Operations Director, Finance, Audit and Risk Committee, Board members, auditors, and external service providers.
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Role Expectations

- Flexible working 10 hours per week (approximately 2 hours per day)
- Working from home with infrequent in-person meetings required that will be agreed with CEO on an ongoing basis
- Working pattern is flexible and agreed upon starting
- During critical periods availability to complete timely task will be required (e.g. Year End Audit). Overtime will be available during peak times.

This position is central to the financial health and governance of Olympic Handball Ireland, ensuring the organisation operates with strong financial controls, transparency, and strategic financial planning while supporting the continued growth and development of the sport nationally.

All applicants should send a Current CV and Cover Letter outlining how they meet the criteria for the Role by the closing date to Elaine Grant (CEO) to ceo@olympichandball.org

Closing date for the role is 17:00 on Friday 17th July 2026.