



Senior Operations and Finance Officer

JOB DESCRIPTION

POST	Senior Operations and Finance Officer
REPORTING TO	Manager, Programme Operations and Finance Team
CONTRACT LENGTH	Permanent
PAY GRADE	Equivalent to HEO (PPC), point 1 €50,848
APPLICATION DEADLINE	5pm Wednesday 6 th July 2022

Léargas manages national and international exchange programmes in adult education, school education, vocational education and training, 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 the Erasmus+ and European Solidarity Corps programmes of the European Union across the sectors mentioned above. We are a company limited by guarantee and a registered charity. We are 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.

Key Responsibilities

- Devise and implement a contracting process and take control of this process end-to-end
- Review all legal contracts prepared by the team to ensure that the information is in line with the European Commission guidelines
- Be the contact point for issuing all amendments related to contracts and maintain a tracking schedule
- Coordinate and supervise the work of the operations team in compliance with the annual Calendar for Use of Funds
- Working with programme operations officers, approve financial capacity checks of project applications.
- Work with the Risk Officer to determine level of funding risk and payment schedule for contracts
- Support updates to the Programme Operations Manual in compliance with requirements set out by the Commission and oversee relevant programme processes.
- In partnership with programme managers provide recommendations and

support for relevant sections of the Léargas Work Programme.

- In partnership with the Team manager be responsible for completion of the financial and statistical sections of the Yearly Report.
- Liaise with Team manager to oversee relevant aspects of all internal and external audits.
- Contributing to organisational learning through sharing of information and experience with colleagues
- Taking personal responsibility for your personal and professional learning and development including active involvement in the Léargas Performance Management and Development System
- Any other task which may be assigned to you by the Team manager or Executive Director

Person Specification

- Qualification in relevant subject area
- Knowledge of compliance with EU and national funding regulations
- Experience of understanding and interpreting legal contract terminology and simplifying same.
- Experience in compliance and audit processes
- Supervising team
- Ability to work in a team and with different cohorts of people
- Strong communication and report writing skills
- Proven experience of mentoring, guiding, and supervising a team

Key competencies required

- Personal effectiveness
- Leadership
- Analytical and conceptual thinking
- Managing for results / results oriented
- Attention to detail
- Critical analysis
- Organisation and planning

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 Wednesday 6th July 2022**. Interviews to take place on **7th/8th July 2022**.

We work 35 hours per week in a flexible environment. We operate a hybrid 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.