



Role: Finance Director

Tennis Ireland is looking for a **Finance Director** to join our Senior Leadership Team. The position is based at our Head Office on the Sport Ireland Campus in Blanchardstown, Dublin.

The successful candidate should be highly competent and experienced at preparing financial reports, developing budgets, managing financial forecasts, and ensuring compliance with financial regulations that are aligned to our organisational strategy. This role requires a strong mix of technical financial expertise, the ability to contribute strategically to the organisation's growth and stability, as well as looking to make improvements to procedures and controls and participating in ad-hoc projects and requests as they arise. Strong analytical skills, proficiency in financial software, and excellent communication abilities are also essential for this role, including the preparation of monthly finance reports to the Board.

Key Duties and Responsibilities

Financial Reporting

- Review and analyse financial statements ensuring the accuracy and compliance of financial records with Irish accounting standards and tax laws.
- Oversee the preparation and submission of regulatory filings, including tax returns, and other statutory reports.
- Oversee the management of the payroll function, including pensions.
- Ensure robustness of internal controls and compliance with financial policies and procedures.
- Input into the preparation of papers in relation to Board and relevant subcommittees, audit and finance committee etc.

Budgeting and Forecasting

- Lead the budgeting and forecasting process to ensure alignment with organisational objectives.
- Provide financial analysis reports to senior management on budget variances and potential risks.
- Monitor and manage cash flow and financial liquidity.

Financial Planning & Analysis

- Provide strategic advice to the senior management team on financial performance and opportunities for cost savings.
- Analyse financial data to support decision-making, business performance reviews, and financial strategies.
- Conduct scenario analysis and assist with long-term financial planning.
- Monitor and manage the financial risk of the organisation, including credit, market, and operational risks.

Team Management

- Manage the day-to-day operation of the Finance department; specifically, the workload of the department, complete periodic performance reviews of staff, set objectives, and manage annual leave etc.
- Mentor the finance team, providing guidance on financial tasks and professional development.



Experience Required

- Relevant Third Level Financial Qualification and a minimum of 3 year's previous experience in a similar role.
- Experience in managing a finance unit including people management.
- Strong knowledge of Irish accounting standards and tax laws.
- Experience in financial reporting, budgeting, forecasting, and internal controls.
- Proficiency in financial software and ERP systems.
- Strong analytical skills and the ability to interpret financial data.
- Excellent communication and interpersonal skills for collaborating with internal and external stakeholders.

Additional Information

- This is a two-year, fixed-term contract, subject to a successful 6-month period of probation.
- The position will incorporate the need for flexible working hours including occasional evening and/or weekend work.
- The position is part-time based on 10 - 15 flexible working hours per week.

Reports to: Tennis Ireland CEO.

Remuneration: Depending on experience.

How to apply

Letter of application and CV should be sent by email to hr@tennisireland.ie no later than **5:00pm on 19th April**. Please reference Finance Manager Role in the subject line. Late applications will not be accepted.

Only applicants to be invited for an interview will be contacted. All candidates must have existing valid permission to live and work in Ireland unrestricted. Appointment will be made subject to satisfactory Garda Vetting, Safeguarding and suitable reference checks.

Tennis Ireland is an equal opportunities employer.

About Tennis Ireland

Tennis has been identified as the world's healthiest sport. Founded in 1908, Tennis Ireland serves as the National Governing Body for the sport of tennis in Ireland. It comprises 190 affiliated clubs and a growing community of over 90,000 players. Tennis Ireland has a dual remit to sustain and grow our large tennis community, and to provide the necessary pathways and performance ecosystem for young players who aspire to play on the professional tennis tour, to achieve against their ambitions.

Tennis Ireland stages Pro Tour events including the Irish Open Championships and selects teams to participate in the Billie Jean King Cup, Davis Cup and other international events at Junior, Senior and Masters level. Tennis Ireland also supports the delivery of a wide range of competitive, educational and development tennis programmes at local, provincial and national levels all across the island of Ireland. Hence our purpose is to give everyone the game of their life.