



About Tennis Ireland

Founded in 1908, Tennis Ireland serves as the National Governing Body for the sport of tennis in Ireland. It comprises 192 affiliated clubs and a growing community of over 100,000 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.

Role

Tennis Ireland is currently looking for an Accounts Assistant to join the Finance team. The successful candidate will report directly to the Finance Director.

This role is offered on a part-time basis for 14 hours per week.

Key Duties and Responsibilities

Ulster Branch Roles & Responsibilities:

- Provide administrative support as and when required to staff and branch members.
- Annual General Meeting coordination and administrative tasks.
- Complete financial activities including financial reports for Sport NI and Belfast City Council and other funders.
- Complete financial activities for the Ulster Performance Squads.
- Distribute monthly payroll to staff.
- Distribute monthly invoice payment run to Head Office for approval.
- Maintain financial bank account activities through Xero including the PayPal account.
- Support tennis tournaments from an administration, financial and coordination perspective.
- Lead and coordinate Access NI Criminal Record Checks.
- Update website and social media content.
- Create monthly newsletter circular.
- Coordination and administrative support for the secondary school's tennis programme.
- Perform such other duties as may reasonably be required of you by the Organisation.

Tennis Ireland Head Office Roles & Responsibilities

- Support the Tennis Ireland Garda vetting service.
- Support invoice processing (accounts receivable / accounts payable), monthly payment runs, bank reconciliations, squad's reconciliation and intercompany transactions.

- Support preparation of files for annual statutory audit.

Experience Required

- Relevant Third Level Financial Qualification and a minimum of 3 year's previous experience in a similar role.
- Strong knowledge of Irish accounting standards and tax laws.
- Experience in financial reporting, budgeting, forecasting, and internal controls.
- Proficiency in financial software.
- 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 one-year, fixed-term contract, subject to a successful 6-month period of probation.
- The position is part-time based on 14 hrs flexible working hours per week.

How to apply

Letter of application and CV should be sent by email to hr@tennisireland.ie no later than 5:00pm on Friday 6th February. Please reference Accounts Assistant Role in the subject line.

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.

Further information about Tennis Ireland is available on www.tennisireland.ie