



Role: Financial Accountant

Tennis Ireland is seeking a Financial Accountant to join our Finance Team. Reporting to the Finance Director, the Financial Accountant will play a key role in the day-to-day financial management of the organisation, ensuring strong financial controls, accurate reporting and compliance with statutory and funding requirements. The position is based at our Head Office on the Sport Ireland Campus in Blanchardstown, Dublin.

Key Duties and Responsibilities

- Lead the preparation and production of annual budgets, forecasts, management accounts and cash flow projections.
- Work with the Finance Director in the preparation and submission of annual and multi-year grant funding applications.
- Manage monthly and year-end financial reporting processes, including the preparation of consolidated financial statements for the Board, funding bodies and other key stakeholders.
- Oversee all financial transaction processing activities, including purchasing, invoicing, payments, collections and liaison with the outsourced payroll provider.
- Lead and coordinate the annual audit process, ensuring timely completion and resolution of audit requirements.
- Provide financial support, analysis and reporting to the Finance and Audit and Risk Committees.
- Attend relevant Sub Committee meetings as required.
- Develop, implement and continuously improve financial controls, policies and procedures in line with best practice and governance standards.
- Manage the organisation's cash position, banking relationships, debtors and creditors to support effective financial management.
- Ensure compliance with all relevant statutory, regulatory and taxation requirements, including the preparation and filing of returns and documentation with Revenue, HMRC, the Companies Registration Office and other regulatory bodies.
- Provide financial advice and support to senior management to inform strategic and operational decision-making.
- Liaise with donors and ensure that all legal and regulatory requirements relating to donor funding are met.
- Undertake any other duties commensurate with the role as may be reasonably assigned.

About You

Essential

- Financial Accountant ACA, ACCA, CIMA, CPA or equivalent professional accounting qualification.
- Minimum 2-3 years' post qualification experience, preferably in industry or the not-for-profit sector.
- Experience preparing monthly management accounts and year-end financial statements.
- Strong knowledge of financial controls, budgeting, forecasting and cash flow management.
- Experience working with accounting and financial management systems.
- Strong analytical, organisational and problem-solving skills.
- Ability to manage competing priorities and meet deadlines.

- Excellent communication skills with the ability to present financial information clearly to non-finance colleagues.

Desirable

- Experience in a sporting, membership, charity or not-for-profit organisation.
- Familiarity with Xero accounting software.
- Experience managing grant funding and reporting requirements.
- Experience supporting audit and governance processes.

Additional Information

- This is a two-year, fixed-term contract, subject to a successful six-month probation period.
- The position is full-time, based on a 37.5-hour working week. Hybrid working arrangements apply.

Reports to: Finance Director.

Salary: DOE

How to Apply

Please send a cover letter and CV by email to hr@tennisireland.ie no later than 12 noon on 21 October 2026, with **Financial Accountant Role** in the subject line. Late applications will not be accepted.

Only applicants invited to interview will be contacted. All candidates must have existing valid permission to live and work in Ireland unrestricted. Appointment is subject to satisfactory Garda Vetting, Safeguarding and 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 is the National Governing Body for tennis on the island of Ireland, with 197 affiliated clubs and more than 100,000 players. Tennis Ireland has a dual remit: to sustain and grow our tennis community, and to provide the pathways and performance environment for young players who aspire to play on the professional tour. We are at a key point of growth, advancing our strategic ambitions to build resilience, drive inclusivity and ensure operational excellence across the sport.

Tennis Ireland stages Pro Tour events including the Irish Open Championships, and selects teams for the Billie Jean King Cup, Davis Cup and other international events at Junior, Senior and Masters level. We also support a wide range of competitive, educational and development programmes at local, provincial and national level across the island of Ireland.

Our purpose is simple: *to give everyone the game of their life.*