



Executive Officer
Programme Finance and Operations Team

JOB DESCRIPTION

POST	Executive Officer in Programme Finance and Operations Team
REPORTING TO	Manager – Programme Finance and Operations, Léargas
JOB PURPOSE	Provide specialist technical and administrative supports and services through the project validation, eligibility and contract stages of the European Solidarity Corps and Erasmus+ project lifecycles. Ensure the effective co-ordination of project funding, checks and reporting, ensuring Léargas compliance with above.
SALARY	Equivalent to Executive Officer (Standard) PPC grade: €31,384
APPLICATION DEADLINE	5pm on Friday 21 st January 2022.

Léargas manages international and national exchange programmes in education, youth and community work, and vocational education and training. These exchanges 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 Erasmus+ in Adult Education, School Education, VET and Youth. Léargas is a not-for-profit organisation (CHY 8317), under the remit 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 international collaboration and exchange. We have also built a reputation for a friendly and supportive approach to programme applicants and beneficiaries.

We are now recruiting for an enthusiastic and driven person to join the team in Léargas as an Executive Officer. This is an exciting opportunity for the right candidate to progress their career working in intercultural partnership for education, training and youth.

Roles and Responsibilities

- Contribute to the implementation of high-quality projects through assisting project applicants with the technical aspects of the application process
- Administer grant applications and payments
- Coordinate selection committee meetings on eligibility checks
- Together with relevant team members, conduct eligibility checks, risk assessments and financial capacity checks of project applications
- Together with relevant team members, coordinate project contract stages and initial project payments in accordance with the systems and procedures in the relevant Guides for National Agencies
- Support Léargas compliance with European Commission timelines through maintaining accurate records of project payments, contract amendments and reporting
- In cooperation with the Senior Programme Finance and Operations Officer, verify that Léargas follows all aspects of the relevant Guides for National Agencies and assist with updating relevant processes and procedures



Person Specification

- Qualification in business administration or relevant field or 5+ years' experience in project administration
- Excellent time management skills and the ability to multi-task
- Very strong administrative skills with a high degree of accuracy and attention to detail
- Ability to work in a team and with different cohorts of people, to work under own initiative as well as under direction
- Strong communication skills
- Demonstrable knowledge of finance and budgets
- Project financial management experience
- Ability to collect, collate and provide information in a clear, methodical and accurate way
- Excellent interpersonal and communication skills, including presentation and group facilitation skills.
- Strong organisational, planning and report writing skills
- Excellent analytical and evaluation skills and the ability to make objective judgements and clear recommendations based on content and criteria
- A strong understanding of and commitment to confidentiality
- Strong computer skills including knowledge of Microsoft packages including Excel, and the ability to work with bespoke IT reporting tools
- Flexible and willing to support a variety of tasks
- Adaptable to change in programme or organisational requirements

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

Applications in writing to include CV and letter of motivation to recruit@leargas.ie to reach us no later than **5pm on Friday 21st January 2022**. Interviews will be held week commencing 24th January 2022.

On conclusion of this competition a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel and who fulfil the conditions of the selection process may be considered for subsequent approved vacancies.

We work 35 hours per week in a flexible environment. This position is based in Dublin and requires national and international travel. During the Covid-19 pandemic, all staff work from home in line with Government directives.

Léargas is an equal opportunities employer and welcomes applications from people with disabilities.