

6 MONTH FIXED TERM CONTRACT

Executive Officer – Programme Finance and Operations

POST	Fixed Term 6 Month Contract Finance Executive Officer in Programme Finance and Operations Team
REPORTING TO	Acting Head of Programme Finance and Operations, Léargas
JOB PURPOSE	Ensure the effective and efficient co-ordination of project funding, reporting, and checking; review Léargas compliance with guidelines for Erasmus+, European Solidarity Corps and other Léargas programmes and initiatives
PAY GRADE	Léargas utilises civil service pay scales. Appointment refers to Executive Officer Grade and salary offer is at point 1 - €37,919 (Pro Rata)
APPLICATION DEADLINE	5pm on 22nd August 2025. Interviews week commencing 25 th August 2025

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, Youth and Sport. 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 European collaboration and exchange. We have also built a reputation for a friendly and supportive approach to programme applicants and beneficiaries.

Role and Responsibilities

- Review and assess interim and final reports from programme beneficiaries, ensuring they meet Erasmus+ and European Solidarity Corps rules and the terms of their grant agreements.
- Carry out checks on organisations to ensure projects are delivered in line with agreed objectives, with a focus on eligibility, procurement, and deliverables.
- Support and coordinate compliance control procedures in line with EU requirements and National Agency guidance.
- Assist in delivering risk-based checks, including desk reviews, on-site checks, and document audits.
- Monitor error rates, flag irregularities, and contribute to the ongoing improvement of quality and compliance processes.
- Oversee payment and refund processes to ensure they meet programme requirements and internal controls.
- Provide clear, helpful guidance to organisations on compliance matters, reporting requirements, and financial procedures during various face-to-face and online events, workshops, via email and phone.
- In cooperation with the Senior Programme Finance and Operations Officers:
 - Monitor how well organisations are keeping up with EU programme guidance.
 - Help improve our internal systems and processes related to compliance and control.
 - Carry out other duties as assigned by your line manager or the Executive Director.

Person Specification

- Experience assessing grant-funded projects, particularly in relation to EU rules or other public funding programmes.
- Strong knowledge and understanding of compliance requirements, including eligibility, and reporting obligations.
- Excellent skills in Microsoft Excel as well as Microsoft Lists, Power Apps, and related tools to design and implement automated workflows and streamlined business processes., including the ability to
- Great organisational and time management skills, with the ability to handle multiple priorities and meet tight deadlines.
- A high level of accuracy and attention to detail when reviewing documents and handling data.
- Ability to work independently, take initiative, and solve problems while staying within compliance frameworks.
- Comfortable working remotely and maintaining clear communication and accountability in a hybrid work environment.
- Strong teamwork and communication skills, with a supportive and friendly approach when working with colleagues and programme beneficiaries.
- A qualification in a related field (e.g. business administration, law, compliance) is welcome but not essential if you have relevant experience. An accountancy qualification is not required.

Key capabilities

- Building future readiness – Innovation and creative solutions, openness to change
- Leading with specialist insight, knowledge sharing
- Managing work effectively, problem solving, decision making and attention to detail.
- Communication, collaboration, teamwork and building relationships.

Application process

Send your **expression of interest (referencing Fixed Term Contract) and concise CV to recruit@leargas.ie to reach us no later than 5pm on 22nd August 2025. Interviews to take place week commencing 25th August 2025.**

We work 35 hours per week in a flexible environment. The position is based in Dublin and will require national and international travel. We operate a hybrid weekly work arrangement with staff working between office and home. Other benefits of working in Léargas include:

- Generous annual leave
- Defined contribution pension scheme
- Staff development and further education support
- Flexible working schemes
- Paid sick leave scheme
- Death in service benefit
- Employee Assistance Programme

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