

Audit Liaison Manager

Higher Executive Officer

Background to the Role

Sport Ireland is the statutory authority tasked with the development of sport in Ireland. Sport Ireland was established on 1st October 2015 under the Sport Ireland Act (2015) and plans, leads and co-ordinates the sustainable development of competitive and recreational sport in Ireland. This includes participation in sport, high performance sport, anti-doping, coaching and the development of the Sport Ireland Campus.

The governance of Sport Ireland is framed by the 2016 Code of Practice for the Governance of State Bodies (2016) and a customised Code of Governance & Business Conduct.

The Board of Sport Ireland has established an Audit & Risk Committee as a Committee of the Board to support it in its responsibilities for issues of risk, control and governance by reviewing the comprehensiveness of assurances in meeting the Board's assurance needs and reviewing the reliability and integrity of these assurances. The Audit & Risk Committee has also a responsibility for issues of risk, control and governance in relation to Sport Ireland's subsidiary, Sport Ireland Facilities DAC.

Sport Ireland operates an outsourced internal audit function. In this role independent third-party firm(s) audit the internal governance and financial controls of Sport Ireland, its subsidiary and audits the governance and financial controls of grantee organisations (e.g. National Governing Bodies of sport (NGBs) and Local Sports Partnerships (LSPs)). The governance and financial controls of grantee organisations are benchmarked against the standards and practices within the Governance Code for Sport. Each year a comprehensive programme of auditing is undertaken, and reports are reviewed by Sport Ireland's Audit & Risk Committee and/or Boards of Sport Ireland/Sport Ireland Facilities DAC.

Job Purpose

The Audit Liaison Manager will be a key member of the Governance team within Sport Ireland. The purpose of the Audit Liaison Manager role is to oversee, monitor and coordinate internal audit activities for Sport Ireland, including Sport Ireland commissioned audits of governance and financial controls of grantee organisations (i.e. NGBs, LSPs and other funded bodies). The role will involve tracking the implementation of internal audit recommendations and supporting management to improve the effectiveness of governance and internal control processes. This role will involve identifying trends and putting in place training and supports to help management implement audit recommendations and adopt best practice governance processes. As such, the role is pivotal in building the governance capability of the sports sector.

Reporting To: Reporting day-to-day to the Director of Governance & Strategy, the Audit Liaison Manager is the primary contact for our outsourced internal audit functions, governance leads, and key staff involved in audit processes. The role will work closely with our outsourced internal audit function and key stakeholders to ensure understanding and efficiency in the roll-out of Sport Ireland's internal audit plan.

Key Duties and Responsibilities:

1. Internal Audit Planning and Coordination:

- Work with senior management and the outsourced internal audit team to ensure the three-year internal audit plan is developed and implemented.
- Liaise with internal auditors, management, grantee organisations, and stakeholders to facilitate audits, ensuring the scope of audits align with Sport Ireland requirements.
- Serving as a point of contact regarding the overall audit process.
- Coordinate timely and accurate submission of audit-related documents.

2. Monitoring, Reporting, and Follow-Up:

- Track and monitor the implementation of audit recommendations, engaging with management and the relevant stakeholders.
- Monitoring recommendations with long implementation timelines to ensure they are progressing.
- Perform oversight procedures on audit recommendations to reasonably verify actions taken are designed and/or working effectively.
- Prepare reports and presentations for senior management, the Audit & Risk Committee and the Board of Sport Ireland on the implementation status of audit recommendations (e.g. audit tracking forms), and related matters.

3. Guidance, Support, and Training:

- Provide guidance and assistance to management, in understanding audit findings, monitoring and managing governance and internal control processes on an ongoing basis.
- Assist management in identifying options for incorporating control and monitoring processes to fully address the audit recommendations and mitigate risks identified.
- Develop and provide training and support to management and stakeholders with responsibility for governance, internal control and compliance in their areas.
- Foster a culture of continuous improvement by ensuring that audit recommendations are fully understood and effectively actioned.

4. General Governance

- Support the achievement of the highest standards of corporate governance within Sport Ireland and sustain compliance with the 'Code of Practice for the Governance of State Bodies'.
- Undertake priority governance projects, responsibilities and administrative duties as may be assigned to the candidate from time to time by the Director of Governance & Strategy.
- Input as required into Sport Ireland's Gov-Enhance Programme.
- Continuous Professional Development: Actively participate in professional development opportunities to enhance personal training skills and sector-specific knowledge. Develop and maintain a record of expertise in governance and practice.

The duties listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of the organisation. The post holder will be expected to undertake other duties as appropriate for the position and as requested by his/her line manager/Unit Director.

Person Specification:

Essential: Qualifications, Experience, Knowledge, Skills and Abilities

- Academically strong with a relevant third-level qualification and a high proficiency in MS Office applications.
- Minimum of 3 years' professional experience in a relevant role.
- Practical knowledge and strong understanding of corporate governance, internal audit and financial control, and how it applies in a working environment.
- Excellent management skills with experience in fostering collaboration and maintaining a high-performance work environment.
- Excellent communication, presentation and interpersonal skills –
 - A strong ability to work effectively as part of a team.
 - Capable of building and maintaining healthy, effective, and mutually respectful business relationships with a range of stakeholders including an ability to handle conflict/resistance and sensitive information appropriately.
 - Capable of presenting information verbally in a clear, concise, and confident manner.
 - Able to produce impactful and high-quality business writing in all communications ranging from standard daily correspondence to comprehensive business reports for consideration by key stakeholders.
 - Capable of presenting qualitative and quantitative feedback to highlight progress and/or implementation of audit recommendations and summarising this information clearly and comprehensively (written, graphically/dashboard and verbal) as required.
- Strong analytical/interpretative and problem-solving skills, with the ability to identify risks and develop practical solutions.

- Excellent planning, administration and organisational skills demonstrating attention to detail, an ability to work to deadlines, management/prioritisation of multiple projects and priorities and stakeholders simultaneously.
- Experience of working effectively on own initiative and in a team environment with commitment to personal and professional development and to continuous improvement.
- Proactive and adaptable, with the ability to thrive in a fast-paced and dynamic environment.
- Demonstrate strong ethical standards and commitment to integrity and transparency.
- A broad understanding of the role and objectives of Sport Ireland.

The Desired Candidate will have:

- Post-graduate qualification in accounting, finance, corporate governance, risk, compliance, business administration or a related discipline.
- Professional certifications such as Certified Internal Auditor (CIA), Certified Public Accountant (CPA) or Certified Information Systems Auditor (CISA).
- Strong understanding and practical experience of financial management, including the ability to interpret and analyse statutory Financial Statements, balance sheets, and income statements, and to assess financial performance and risks.
- Experience delivering training and capability-building activities.
- Previous professional experience in a governance or auditing role within an organisation similar in stature and profile to Sport Ireland, or within the public sector or sport sector.
- Familiarity with assurance and audit management methodologies and software (e.g. Risk-Based Auditing, Control Self-Assessment, TeamMate+, AuditBoard etc.)

- Demonstrable commitment to staying up to date with emerging trends, and a willingness to use modern IT tools/systems including visually engaging dashboards, to record and monitor progress implementation of audit recommendations.
- Broad understanding of the Governance Code for Sport.

Broad understanding of the Irish sport sector, including Sport Ireland's key stakeholders and relationships.

Additional Information:

Contract: Full Time, Permanent

Salary Scale: Higher Executive Officer Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15.

If you would like to apply for this position, please send your CV in confidence to sportirelandjobs@orangerecruitment.ie. The closing date for applications is Monday 14th October 2024, 5pm.

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodations to interview, please let us know and we will do our best to assist.

Sport Ireland is a Great Place to Work® Ireland.