

ULSTER COUNCIL GAA

JOB DESCRIPTION

Job Title:	Ticketing Officer (Maternity Cover)
Responsible to:	Head of Finance
Salary:	£ disclosed at interview
Duration of Post:	This post is a temporary position to cover Maternity leave for a minimum of nine months.

Job Purpose:

The Ticketing Officer will provide the following core services to the Council:

- Ticketing and competition organisation
- Finance support and Government Grant Administration

Main Areas of Responsibility:

The Ticketing Officer's detailed activities will be agreed with the Head of Finance through an agreed forward work plan which will include output targets and identified time scales. The broad activities of the post include:

Ticketing

1. Manage the ticketing system for Ulster GAA competitions.
2. Administer tickets for GAA related events
3. Co-ordinate the financial controls of Ulster GAA managed games.
4. Attendance at games
5. Liaise with Central GAA and County Boards to develop a ticketing strategy for Ulster GAA. Work with all units to implement the strategy.
6. Assist the Communications and Marketing Manager in the promotion of our games.
7. Invoicing and credit control of ticket accounts

8. Customer care

Finance

1. Assist in the preparation of annual accounts.
2. Accounts receivable function
3. Developing and implementing relevant operational plans that will support the strategic development of the Ulster Council.
4. The implementation of appropriate financial policies and procedures.
5. Assist in the development and implementation of financial and Management Information Systems.
6. Administer Government claims and returns.
7. Ensure that funds receivable by the organisation are recovered on a timely basis including project drawdown and government funding.
8. Managing payments to suppliers and grant recipients etc.
9. Comply with all legislation relating to GAA business and responsibilities.
10. General Administration

The above list is not exhaustive and may include other related duties deemed appropriate to the post

The nature of the job will change over time as the needs of the Ulster Council GAA change. It is a requirement to contribute to the development of the job and to reflect changing needs. This is a high profile post and requires a considerable degree of commitment, confidentiality and flexibility on the part of the post holder to meet quality standards and work deadlines. He/she will maintain at all times such availability, flexibility and mobility as is necessary to the pursuance of the job.

PERSONNEL SPECIFICATION

Post: Ticketing Officer (Maternity Cover)

This individual will have a financial qualification(s) with at least 3 years experience in financial administration. The post-holder will provide core services to the Council which will ensure that its policies and procedures are in compliance with best practice in terms of corporate governance for a Governing Body of Sport.

	ESSENTIAL	DESIRABLE
1. Qualifications and Attainments	<p>1.1 A degree (or equivalent third level qualification) in Business/Accountancy/Finance/Event Management or any other relevant discipline to the post</p> <p>1.2 Excellent ICT and Communication skills</p>	IATI qualified (or equivalent financial qualification)
2. Relevant Experience	<p>2.1 3 years full time experience within the last 5 years in a position with responsibility for financial administration.</p> <p>2.2 Demonstrable experience of Management Information systems and skills in the use of I.T.</p> <p>2.3 Demonstrable experience of administering a financial system such as SAGE/Xero</p> <p>2.4 Preparation of financial information for reporting to the Management Committee</p> <p>2.5 Accounts receivable experience</p> <p>2.6 Ability to monitor and deliver project outcomes.</p>	<p>Demonstrable experience in managing an event ticketing system</p> <p>Knowledge of Vat rules in both jurisdictions.</p> <p>Knowledge of the history, background and current strategic issues facing the GAA in Ireland and Ulster.</p> <p>Demonstrable experience in the development and delivery of strategic policy.</p>
3. Special Aptitudes	3.1 Demonstrable leadership and decision making skills, excellent interpersonal and communication	Demonstrable knowledge and experience of sport in general and the GAA in particular to enable the

	<p>skills.</p> <p>3.2 Understanding of funding issues and standards of accountability expected by external funders.</p> <p>3.3 Analytical skills</p> <p>3.4 Ability to work under pressure and meet tight guidelines.</p>	<p>post-holder to negotiate effectively with key partners.</p>
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<p>4. General Intelligence and Disposition.</p>	<p>4.1 Ability to demonstrate integrity and appropriate working relationships with key partners.</p> <p>4.2 Ability to demonstrate confidence, empathy, enthusiasm and initiative.</p>	
<p>5.Circumstances</p>	<p>5.1 Access to a form of transport which will permit the applicant to meet the requirements of the post in full.</p> <p>5.2 Able to work unsocial hours including evenings and weekends.</p>	

Note to all applicants:

Whilst the Essential Criteria of the Personnel Specification will be the basis for short-listing, (some or all) elements of the Desirable Criteria may also be included.