

**ULSTER COUNCIL GAA  
JOB DESCRIPTION**

<b>Job Title:</b>	<b>Ticketing Officer (Maternity Cover)</b>
<b>Responsible to:</b>	<b>Finance Manager</b>
<b>Salary Band:</b>	<b>£25,000 - £28,000</b>
<b>Duration of Post:</b>	<b>This post is a temporary position to cover a period of maternity leave for (9 – 12 months)</b>

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**Job Purpose:**

The Ticketing Officer will provide the following core services to Ulster GAA:

- Ticketing and competition organisation
- Finance and administration support

**Main Areas of Responsibility:**

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

**Ticketing**

- Manage the ticketing system for all Ulster GAA competitions and events
- Administer tickets for other GAA events.
- Co-ordinate the use of scanners and other necessary infrastructure for Ulster GAA games and events.
- Provide assistance on matchdays.
- Liaise with Central GAA and County Boards to develop a consistent ticketing strategy for Ulster GAA. Work with all units to implement the strategy.
- Assist counties and other affiliated units with the planning and delivery of appropriate ticketing solutions for their relevant competitions.
- Assist with the appropriate post competition reporting for Management Committee review.
- Assist with the co-ordination and reconciliation of match programme sales.
- Assist the Communications and Marketing Manager in the promotion of our games and competitions.
- Invoicing and credit control of ticket accounts.
- Assist in the recruitment and co-ordination of matchday volunteers to assistance with the ticketing and access function.
- Customer care

**Finance**

- Lead the accounts receivable function for Ulster GAA.
- Assist in the development and implementation of appropriate financial procedures.
- Assist Ulster GAA and counties in becoming cashless entities.
- Provide appropriate assistance in the preparation of Management Accounts and with the Annual Accounts Audit.

- Assist Ulster GAA in the strategic delivery of financial objectives and the annual workplan of the finance function.
- General Finance 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 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. The successful applicant will maintain at all times such availability, flexibility and mobility as is necessary to the pursuance of the job.***

## **PERSON SPECIFICATION**

The post-holder will provide core services to Ulster GAA 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 Criteria**

- A university degree or equivalent professional qualification and at least 3 years' experience working in a business administration/financial or events role  
**OR;**  
A HND or equivalent professional qualification and have worked for at least 5 years in a business administration/financial or events role  
**OR;**  
6 years' experience in a business administration/financial or events role
- Excellent ICT skills, including Microsoft Excel and Microsoft Word
- Experience in preparing financial information for reporting purposes
- Accounts receivable experience
- Demonstrable leadership and decision-making skills, excellent interpersonal and communication skills.
- Analytical skills
- Ability to demonstrate integrity and appropriate working relationships with key partners.
- Ability to demonstrate confidence, empathy, enthusiasm and initiative.
- The role holder must have access to a form of transport which will enable them to fulfil their responsibilities in full.
- High degree of flexibility to work evening and weekends due to the nature of the role and organisation.

### **Desirable Criteria**

- IATI qualified (or equivalent financial qualification)
- Demonstrable experience in managing an event ticketing system
- Knowledge of VAT rules in both jurisdictions.
- Knowledge of the history, background and current strategic issues facing the GAA in Ireland and Ulster.
- Demonstrable experience in the development and delivery of strategic policy.
- Demonstrable experience of administering a financial accounting system
- Demonstrable knowledge and experience of sport in general and the GAA in particular to enable the post-holder to negotiate effectively with key partners.