



Job Title: Financial Administrator

Location: Newport, Tipperary (10minutes from Castletroy, Limerick)

Reports to: General Manager & Managing Director

Company: OTP Travel Services

Employment Type: Full-Time

About OTP Travel Services

Our main brand is Rugby Travel Ireland, Ireland's leading rugby tour operator, whose appointments include the exclusive agency in Ireland for the British & Irish Lions and an official Rugby World Cup travel agency. We specialise in high-end packages for corporate clients and rugby enthusiasts, combining luxury travel and world-class hospitality.

Role Overview

As a Financial Administrator, you will play a key role in financial support to the business generated by OTP Travel Services Ltd. You will be responsible for interaction with a range of stakeholders: Internally with sales, operations, management and externally with customers, suppliers and organisations including our major shareholder and our auditors.

The role provides a varied and challenging mix of responsibilities which cover the key bookkeeping requirements and management accounts, together with the more strategic aspects of a financial management position and the business.

The role is not restricted to the responsibilities outlined below and as the role and business develop, so may the responsibilities of the Financial Administrator.

Key Responsibilities

Bookkeeping

- To input all sales and purchase invoices into the company's accounting system (Xero).
- To match all purchase invoices against supplier monthly statements and to resolve with the supplier any differences accordingly.
- To calculate amounts to be paid to each supplier monthly.
- To review outstanding creditors and outstanding debtors on a weekly basis and make payments or chase monies where required.
- To reconcile all bank statements on a regular basis.
- To monitor and account for all petty cash and expenses transactions.
- To calculate VAT on a quarterly basis.
- To prepare month end closure transactions and produce management accounts.

- To work closely with the various teams and management.
- To understand the Operational Reservations System/s being used at any one time.

Financial Organisation

- To work closely with the General Manager to streamline an effective process to maximise efficiency between finance and operations, including reconciliation of bookings.
- To improve current practise, where required, to ensure robustness of the financial systems, particularly where practises are subject to inspection from external parties.
- To work closely with Operations to continually monitor, check and improve any manual systems e.g. cost sheets, invoices etc.

Business Support

- To support the General Manager where required, in the ongoing renewal and application of subscriptions that are required of the business.
- To provide Management with regular updates of the company's financial position e.g. bank balances, cashflow etc.
- To liaise with external company to ensure that payroll and pension are paid on time and filed correctly.
- To liaise with Managing Director regarding financial matters and queries including loans, charge backs etc.
- To monitor the ups and downs of regularly used currencies and provide guidance to other staff, maximising profitability with regards to forex.

Financial Accountability

- To carry out month end, providing Head Office with required figures.
- To calculate VAT and submit relevant information & payments to Revenue on time, as required
- To prepare the information required for an external accountant to sign off end of year figures – to aid this, to devise a plan to pull the figures together month on month to avoid traffic jams at the end of the company's financial year.
- To prepare information required for annual financial audit (if audit required by Head Office).

Management Reporting

- To liaise with the General Manager to provide Senior Management with the reports they required e.g. monthly progress reports, budget submissions including phasing etc.
 - To be aware of the role of the Company Secretary and work with him/her to ensure all obligatory processes, reports and submissions are made (using external help if required)
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Requirements

Essential:

- Proven experience in a financial or accounting administration role (2+ years preferred)
- A relevant qualification in Finance, Accounting, or Business
- Strong attention to detail and numerical accuracy
- Proficiency in accounting software (preferably Xero) and Microsoft Excel
- Ability to handle financial reporting, cash flow monitoring, and budget tracking
- Strong organisational and communication skills
- Excellent time management and ability to prioritise tasks during busy periods, especially during major sporting events
- Ability to work independently and as part of a larger, agile team

Desirable:

- Experience handling multi-currency transactions, foreign exchange, and international supplier payments
 - Familiarity with CRM systems and budgeting tools
 - Experience in sports, travel, or events industries
 - Passion for rugby or sporting events is a bonus
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What We Offer

- A creative and collaborative work environment
 - Opportunities to attend rugby events and international trips
 - Flexible work options (remote/hybrid)
 - Competitive salary based on experience
 - A chance to grow with a dynamic and ambitious company
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To Apply:

Send your CV & a brief cover letter to RTI General Manager, Cathal O'Reilly on cathal@rugbytravelireland.com