

## **South Inner City Community Development Association: Finance Manager (<https://www.activelink.ie/node/109074>)**



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### **JOB TITLE: Finance Manager**

**REPORTING TO:** CEO

**Closing Date for Applications :** July 1st 2024

**LOCATION:** 90 Meath Street, Dublin 8

### **Summary**

The Finance Manager is responsible for effectively managing the day-to-day operations of the finance function. Specifically, the Finance Manager will have management responsibility for staff and training, ensuring financial compliance and effective financial control of the Finance department. The Finance Manager will develop and update the development and adherence to Organisational policies and procedures and also be responsible for the reporting requirements of internal and external stakeholders.

### **Key Duties and Responsibilities**

#### **Operations and Staff Management**

- Management of the day-to-day operations of the finance function including the Accounts payable, Accounts receivable and Payroll functions.
- Manage the annual audit process
- Ensure effective financial control and compliance to regulatory requirements and assist CEO with statutory returns and various programme audits.
- Supervise, develop, train and evaluate the community employment based accounts staff to ensure all objectives are achieved.
- Manage individual staff performance through performance reviews, identify training needs and address performance deficits should they arise. Liaise with the Community Employment Manager.
- Preparation of financial information for annual service agreements.

#### **Financial Management and Reporting**

- Preparation of Management accounts pack for the Finance & Audit Committee meeting to review stage for the CEO.
- Oversight of cashflow information, forecasts and timely reporting of cashflow for CEO review
- Prepare/ Oversee monthly finance reports for Management meeting
- Prepare high level reports for CEO and the Board as required
- Approve costings prepared by Accounts Assistant
- Preparation of annual budget to 'draft one' stage
- Key role in annual Service Arrangement process with Community Employment, SICAP & AfterSchools programme
- Ad hoc reporting as required

#### **Financial Controls**

- Overall responsibility in ensuring the finance team operates within a strictly controlled financial environment.
- Oversee the weekly and monthly payroll process, reviewing gross to net summary reports and payroll payments prepared by Finance Admin.
- Ensure all invoices and expenses are appropriately approved by the relevant manager and CEO before payment is issued.
- Ensure all monthly recharges are made across the various projects in line with the cost appropriation policy
- Review all bank reconciliations and other relevant monthly reconciliations ensuring any discrepancies are investigated and rectified
- Provide cover for 3rd party online payments.
- Ensure all new hires are added to Brightpay and bank details added to Banking system in a timely manner
- Ensure that revenue returns are made in a timely manner including ERR reporting

## **Finance Compliance**

- Compliance including SORP, Charity Regulator, GDPR, etc., ensuring quality assurance and continuous improvement of Finance Function.
- Annual review of Policies and Procedures

## **Grants**

- Oversee grant expenditure, budgets, costings and compliance. Highlight anomalies to CEO.
- Approve grant returns before submission to CEO or the relevant Service Management Personnel for sign off

## **IT**

- Financial oversight of IT function, including budgets, business plans and project work in line with delegation of Authority.

## **General**

- Provide support to the CEO in achieving the strategic objectives of the organisation.
- Ensure SICCDA's Vision, Mission and Values are consistently reflected in all activities.
- Attend continuing professional training as required by your profession's governing body.
- Exercise discretion at all times.
- Serve and protect SICCDA by adhering to professional standards, policies, and procedures.
- Attend the Finance and Audit committee meeting as required.
- To deliver training on Finance related issues as appropriate.

## **Qualifications / Experience**

### **Qualifications**

- Qualified Accountant (ACCA, CPA, ACA CIMA)

### **Experience**

- 3 Years post qualified experience in similar role
- Previous experience in managing staff and developing staff.
- Systems- Strong working knowledge of accounting and payroll systems and processes
- Excellent MS office skills with advanced excel
- An ability to build relationships at all levels of the organisation, manage conflict and problem solve.
- Ability to prepare for and manage the annual audit process.
- Proven report writing and presentation experience.

### **Desirable**

- Previous experience of working in Community and Voluntary sector would be an advantage.

# Competencies

## Analysis & Problem Solving:

- Analysing information and situations accurately and drawing appropriate solutions. Defines the problem correctly, can decide on what data and information to collect to identify the problem cause. Looks beyond obvious solutions and can draft appropriate solutions in order to make an informed decision. Uses critical thinking in solving a problem.

## Managing Staff & Performance

- Providing direction and support, reviewing personal performance and the performance of others, motivating others and promoting equality and diversity. Displays leadership qualities and holds themselves and others accountable for service outcomes.

## Information Gathering

- Gathers relevant information from a range of sources. Identifies and analyses key data and presents findings in a clear, logical and accurate way.

## Planning, Organising & Prioritising

- Works to optimise outputs and impacts using available resources while identifying potential constraints. Plans and completes work to agreed standards. Exercises effective time management.

## Communications

- Communicates effectively with others using the range of methods and tools available to them within their environment; in both individual and group settings, with co-workers, persons served and other stakeholders.

## Commitment to achieving the highest level of Professional Service.

- Integrate the values and principles of best practice within your own work. Continually demonstrate a commitment to highest standards of quality service and outcomes. Presenting a professional image and approach at all times. Actively supports and is committed to achieving the Organisation's goals in line with the vision, mission and strategic priorities of SICCDA.

## Impact & Outcomes Focussed

- Be aware what outcomes are important for your work and the impact those outcomes will have. Focus resources to achieve your outcomes and assist others with whom you work to set and achieve their outcomes.

## Key Performance Indicators (KPI's) / Outcomes

- Effective management of the Finance function and team
- Finance policies, procedures and processes in place that protect the Organisation and support the achievement of the Organisation's strategic plan.
- Accurate Finance information delivered in a timely manner to support Organisational decision making.
- Excellent working relationships across the organisation
- Effective financial management of IT function

## Other Requirements

- Occasional-out-of-hours meetings

## Remuneration

- Salary €65,000 Pro Rata
- Hours of Work- 3 days a week 9:00am- 5.00pm. Flexible
- Contract Type and Duration- One Year Fixed Term

***This job description is intended as a summary of the primary responsibilities and qualifications, for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or that may be required to do either now or in the future.***

**To apply or to request additional information please email [anally@siccda.ie](mailto:anally@siccda.ie) (<mailto:anally@siccda.ie>)**

SICCDA is an Equal Opportunities Employer

**Region**

Dublin 8

**Date Entered/Updated**

20th Jun, 2024

**Expiry Date**

1st Jul, 2024

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