

Irish Refugee Council: Finance Manager **(<https://www.activelink.ie/node/109497>)**



Job title: Finance Manager

Working Hours: Full-time 35 Hours
(Part-time considered subject to negotiation)
Hybrid working hours available.

Location: Dublin office, 37 Killarney Street, Dublin 1, D01 NX74

Travel required: Unlikely, but possible

Salary: €50,000-€54,000 depending on experience

Reporting to: CEO

Annual Leave: 25 days

Contract duration: 24 months

Date posted: 8th July 2024

Application Deadline: 29th July 2024 before 8pm

Introduction and overview

The Irish Refugee Council believe in a fair and inclusive society for people seeking international protection in Ireland. We believe that every person has a legal right to claim asylum and to have their application considered in a fair and transparent manner, in accordance with the 1951 Convention relating to the status of refugees.

Our work involves services and supports to people seeking international protection and refugees. We provide information and early legal advice as well as integration supports around housing, education, employment, youth work and resettlement. Through our services we identify trends and issues that require change and advocacy.

Our work is only possible with a strong financial management and this role is crucial to the organisation. We receive about 15% of our funding from Government and the EU. The remainder is raised via fundraising (grants, individual giving, corporate support etc.) and requires support from the Finance Manager. You will manage the finances of the organisation and you will sit on the Senior Management Team (SMT) to assist in driving the strategic direction of the organisation. This role is the most senior financial position in the organisation, reporting directly to the CEO, and occasionally meeting with the Board of Trustees. You will also manage a part time Finance Assistant.

Principal Duties and Responsibilities

- The management of all IRC financial matters including preparation of annual budgets, monitoring its performance and financial forecasting.
- Prepare regular management accounts for use by management and presentation to the Board of Trustees.
- Managing, with the CEO, Fundraising Manager and other colleagues, 40 + funding streams that support the organisation's work.
- Contributing to the development of funding applications.
- Ensure that IRC financial policies and procedures are kept up to date and in compliance with guidelines provided by the Charities Regulator and best practices.
- Liaising with and supporting the auditor of accounts and preparing documentation for annual audit.
- Manage the organisation's purchase to payment system, processing payments and processing of the payroll.

- Participating in weekly Senior Management Team meetings.
- Managing a Finance Assistant.
- Prepare financial reports for specific projects as may be required.
- Other tasks as may be required by the CEO to ensure the smooth running of the organisation.

Person Specification: Qualifications, Experience, and Skills Required

Essential requirements

- A strong commitment to refugee rights and supporting vulnerable individuals and communities.
- A relevant third level qualification and/or professional qualification in Accountancy.
- Proven track record in financial management and good knowledge of financial principles, budgeting and financial analysis.
- Experience of working with multiple funding streams, including government, corporate, grants, trusts and foundations, individual giving and community.
- The ability to monitor the financial performance of individual projects and departments.
- Competency in Microsoft Office (Word, Excel, PowerPoint, Teams and SharePoint).
- Experience in managing people.
- Proficiency in using accounting software and financial management tools.
- Experience in implementing financial policies, procedures and systems to ensure compliance and best practices.
- Highly organised and ability to meet reporting deadlines.
- Fluency in English (oral and written).
- Ability to work on your own initiative and as part of a team.
- The ability to contribute to the Senior Management Team and the strategic direction of the Irish Refugee Council.
- Excellent communication and motivation skills.

Desirable requirements

- Experience of working for a not-for-profit organisation.
- Experience of working with SAGE, Bright Pay and Yooz.
- Experience of financial reporting for EU and government grants, and private trusts and foundations.
- Experience of working with a Board Finance and Audit committee.

Equality, Diversity and Inclusion

The Irish Refugee Council is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity.

We welcome applications from everyone, particularly from people with direct experience of the international protection process and who have lived in Direct Provision.

Staff Benefits and Salary

- 24-month contract, extendable subject to funding, & inclusive of a satisfactory 6-month probation period.
- 25 days annual leave plus additional paid leave at Christmas.
- A commitment to professional development including access to an annual career professional development fund.
- A comprehensive induction process.
- A diverse working environment.
- Employee Assistance Programme that offers expert counselling and support.
- Flexible and supportive working arrangements.
- Pension after passing a probation period of six months. Contribution of up to 7.5% of salary on condition that staff member contributes 3.75% of salary.
- Car and Bike parking
- Bike to work scheme available.

Application Process

- Please send a **CV and cover** letter to recruitment@irishrefugeecouncil.ie (<mailto:recruitment@irishrefugeecouncil.ie>)
- The phrase '**Finance Manager**' must be inserted into the email subject matter line. Please save your CV and cover letter in one file and give it your name. The content of emails will not be included in your application so please include all details in your cover letter.

- The cover letter must clearly address the requirements outlined above. Only applications addressing the requirements will be considered. Applicants should give examples of how their experience meets the points listed in the Person Specification.
- Each application will receive an email acknowledgment upon receipt of application.
- 1st interviews will be held online, with 2nd interviews held in person.

Region

Dublin 1

Date Entered/Updated

11th Jul, 2024

Expiry Date

29th Jul, 2024

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