

Active Retirement Ireland: Finance Manager (Maternity Cover, Part Time) (<https://www.activelink.ie/node/110522>)



Active Retirement Ireland wishes to recruit a Finance Manager (Maternity Cover)

Part Time – 18 hours per week

Active Retirement Ireland is a national network of over 500 local Active Retirement Associations and 20,000 members. ARI believes that older people have the right to be full and participative members of our society.

Overall Purpose of the Role

The Finance Manager will work with the CEO to ensure that the organisation has the proper financial controls, administrative and reporting procedures, to ensure financial strength, transparency and efficiency.

Responsibilities

Reporting to the CEO, the Finance Manager will be responsible for maintaining all financial records. Task will include, but not be limited to:

- Accounts Payable: reviewing all invoices, ensuring that they are prepared for payment, approved, paid and recorded accurately
- Accounts Receivable: insuring all income is recorded, receipted and processed accurately
- Payroll: processing payroll, administering PRSA schemes and maintaining accurate records with Revenue
- Bank Accounts: administration of the organisation's bank accounts, continuously reviewing direct debits / standing orders and liaising with the bank as required
- Petty Cash: keeping clear and accurate records of petty cash transactions and ensuring the cash amount in the office remains within the approved limits
- Regional Treasurers: providing oversight and support to the voluntary regional treasurers
- Preparing monthly management reports for the board, comparing income and expenditure with budgets, monitoring variances and explanations using Surf Accounts (now Bright Books)
- Preparing financial reports for funders
- Developing, managing and monitoring the annual budget in line with agreed targets and ensuring an effective system of controls is in place
- Managing the external audit process in conjunction with the CEO and external auditors
- Working closely with the CEO and finance committee to ensure financial reporting is up to date and effective
- Ensuring Active Retirement Ireland fulfils its legal and statutory obligations
- Reviewing short and long-term financial and managerial data to identify trends, variances and take corrective action where appropriate
- Contributing to the development of funding applications
- Participating in Staff Team meetings
- Ensure fair and consistent application of policies and procedures in conjunction with the CEO
- Enhance the delivery of the strategic objectives of ARNI constantly focusing on training, up skilling and risk management

Requirements

- A strong commitment to supporting older individuals and communities

- A relevant third level qualification and/or professional qualification in accountancy or a 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) and CRM Systems
- Experience in processing payroll
- 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
- Excellent communication and motivation skills

Desirable requirements

- Experience of working for a not-for-profit organisation
- Experience in managing volunteers
- Experience of working with Surf Accounts (now Bright Books)
- Experience of working with Salesforce
- Experience of financial reporting for EU and government grants, and private trusts and foundations
- Experience of working with a Board Finance and Audit committee

Salary and Contract Details

- The salary for this position is €45,000 - €47,000, pro rata, depending on experience
- The role is part time, 18 hours per week
- The role will be for 6 months, with the potential for extension
- Annual Leave is 22 days (pro rata) per calendar year
- This post may involve some travel from time to time, with time off in lieu for working at evenings or weekends

Application

Please send your CV and a cover letter to louise@activeirl.ie (mailto:louise@activeirl.ie) **by 5pm on 20th September 2024**.

Region

Dublin 7

Date Entered/Updated

28th Aug, 2024

Expiry Date

20th Sep, 2024

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