

Irish Association for Counselling & Psychotherapy: Finance Manager (<https://www.activelink.ie/node/110538>)

Job Title: Finance Manager

Reporting To: CEO

Contract Term: Permanent

The Irish Association for Counselling and Psychotherapy (IACP) is seeking to recruit an experienced and resourceful Finance Manager to join their team. The Finance Manager will be a member of the Management Team and be responsible for the financial operations for the organisation as well as related governance and risk responsibilities.

Key responsibilities (include but are not limited to):

- Oversee the day-to-day processing of financial transactions prepared by the Accounts Executive to ensure IACP operations are maintained in an effective, up to date and accurate manner in line with financial policies and procedures.
- Collate, monitor, and analyse financial information and prepare financial statements including monthly and annual accounts in line with accounting standards.
- Manage the external audit process and any internal audit requirements.
- Monitor, review, and update, if necessary, all account, bank and other reconciliations prepared by the Finance Executive. Ongoing training and support to be provided to Finance Executive.
- Managing the monthly payroll process (administered by our 3rd party payroll advisors) to ensure staff being are paid correctly and on time. Maintain an EE schedule to ensure accurate record of gross pay payable, pension contributions and other benefits.
- Responsible for prompt payment of and volunteer/staff travel and expenses claims.
- Manage any queries via email or telephone from members, volunteers, stakeholders, suppliers etc.
- Prepare and submit all Revenue, CRO & CSO returns relating to payroll.
- Manage and support budget, management accounts, cashflow and forecast activities.
- Review, develop and implement financial policies and procedures.
- Support the CEO, Finance and Risk Committee and the wider team on all financial matters including management information, monthly reports, risk management and general queries.
- Line management responsibility for the Finance Executive.
- Management and monitoring of accounting software.
- Ensuring IACP is compliant with all finance related Statutory requirements, i.e., ensuring that VAT, Other Tax returns, Statutory Financial Statements, PAYE, PRSI and all other documentation are completed and filed in accordance with legislation & timelines.
- Corporate governance responsibilities, including registering of directorships with the CRO, monitoring compliance with regulatory requirements set out by the Charities Regulator etc.
- Responsible for ensuring adequate insurance coverage is in place.
- Management of the procurement function including cost-effective purchasing and contract negotiation.
- Responsible for co-ordinating updates to, monitoring, and reporting on the IACP Risk Register.
- Analyse revenue and expenditure trends and advise on appropriate expenditure control and related revenue opportunities and threats.
- Taking the lead role for costs control within the Organisation, ensuring internal financial controls are complete, stringent, and effective, and cover the areas of operational financial management.
- Identifying financial policies and procedures/controls that need to be implemented or strengthened ensuring policies and practices are updated as required. Identify and lead on finance function projects e.g., Linking payment system to Salesforce.
- Ensure that the IACP financial database, accounting software system and manual filing systems synchronise with the needs of the IACP membership and administrative systems. • Attendance at member events as required e.g., regional, and other events.
- Be a proactive member of the Management Team providing support across all functions where needed.
- Organising and managing Annual / Extraordinary General Meetings, ensuring that all timelines, deadlines, and requirements are met in line with the organisation's obligations
- As part of the Management Team develop and monitor the annual business plan and organisational strategic plans.
- Any other duties that may be assigned by the CEO.

The above duties and responsibilities are not intended to be a comprehensive list of all duties and responsibilities involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned from time to time and to contribute to the development of the post while in office.

Please see full Job Description attached below.

Application details

Please send a current Curriculum Vitae and Cover Letter outlining your suitability for the position by **5pm on Monday, 9th of September 2024** by email to JobVacancies@iacp.ie (mailto:JobVacancies@iacp.ie)

Please note that there will be two rounds of competency-based interviews with first round interview scheduled for **Monday 16th of September** (in person) and second round interview scheduled for **Friday 20th September** (on Zoom).

No work as a Counsellor/Psychotherapist should be undertaken, or memberships of other Counselling and Psychotherapy Associations held whilst holding an employee position at IACP.

IACP is an equal opportunity employer.

Region

Dun Laoghaire, Co Dublin / Hybrid

Date Entered/Updated

29th Aug, 2024

Expiry Date

9th Sep, 2024

Attachment	Size
Finance Manager Job Description Sep24.pdf	169.56 KB

Source URL: <https://www.activelink.ie/vacancies/community/110538-irish-association-for-counselling-psychotherapy-finance-manager>