

Irish Deaf Society: Finance Manager **(<https://www.activelink.ie/node/110955>)**



Finance Manager

See <https://www.irishdeafociety.ie/about/careers/>
(<https://www.irishdeafociety.ie/about/careers/>) for ISL translation

Overview of the Job

The Finance Manager works closely with the CEO to ensure the finances of the organisation are effectively managed and that the Board has the financial and monitoring information they need to fulfil their strategic financial management role.

The Finance Manager will manage a small team of two part-time staff and report directly to the CEO.

The place of work is the main IDS Office Deaf Village Ireland, Ratoath Road, Dublin. The employer is open to discussion about hybrid working arrangement.

The contract is permanent full-time and the expected starting salary range for this role is €55k to €60k subject to experience.

IDS offers generous benefits including time off in lieu, 24 days leave not including Good Friday, Christmas Eve and 3 days Christmas closure, 30 days paid sick leave, free parking at main office.

Start date is as soon as possible subject to availability of the successful candidate.

Main duties and responsibilities

Financial Planning

- Coordinate the organisational budget preparation on an annual basis, revisions quarterly and re-forecasting monthly or as needed.
- Ensure regular liaising with budget holders on effective and efficient budget management.
- To take responsibility for the company's overall cash flow management.
- Working with the CEO to ensure the Board has the financial and monitoring information they need to fulfil their strategic financial management role.

Statutory and Charitable Sector Reporting

- Be aware of and uphold Financial Reporting Standards and best practice in reporting.
- Prepare the Statutory Accounts in accordance with all relevant accounting standards.
- Support the Senior Management Team by contributing the financial elements of all funding applications.
- Source and provide all financial information to grant-giving bodies and to our statutory funders.

Finance Function

- To lead, manage and develop the Finance team.
- Supervise the Finance Team in preparing for the year-end audit.
- Supervise the Finance Team in monthly and day to day finance tasks including bank reconciliation, reporting, payroll, pension and organisational insurance.

- To work with service managers to provide financial management of all funded activities.
- To ensure the maintenance of all necessary financial records.
- To continuously evolve our internal accounting systems to ensure best practice
- Ongoing review of internal controls designed to mitigate risks and improve efficiencies.
- To ensure the ongoing development and implementation of finance policies.

Other Functions

- To attend Senior Management Meetings, Board Meetings, Audit & Risk Meetings as required.
- Other duties and responsibilities as may be assigned by the CEO from time to time.

Key Competencies

- Will be a confident self-starter with ability to work on own initiative with proven problem solving ability.
- Ability to work to strict deadlines and under pressure.
- High level of accuracy and attention to detail.
- The ability to communicate effectively with/work closely with finance and non-finance professionals
- Advanced IT skills including financial management software, Office365, Sage Cloud.
- Ability to deliver high quality reporting to CEO, Managers and Board
- The successful candidate will work in the Deaf community so an appreciation and respect for Deaf culture and Irish Sign Language would be an advantage.

Qualifications/Experience

Qualifications:

- A professional accounting qualification ACA/ACCA/CIMA/CPA.

Experience:

Essential experience:

- Previous financial and management accounting experience is required with strong accounts preparation experience.

Desirable experience:

- Experience leading and management of a finance team.
- Experience working in the community and voluntary sector
- Commercial experience
- Previous experience working in the Deaf community

Submitting your Cover letter and CV (Deadline 06/10/24)

Please send a cover letter (save as either word or PFD documents) explaining why you are suitable for the role with your CV by email to jobs@irishdeafsociety.ie (mailto:jobs@irishdeafsociety.ie) by the end of the day on Sunday 6th October, 2024. Please make sure to add "Finance Manager" in the subject field of your email.

Interviews will be on Friday 11th October, 2024.

If you are unable to attend for interview on this date, please state so clearly in your email.

You can find out more about the Irish Deaf Society at:

- www.deaf.ie (<http://www.deaf.ie/>)
- www.facebook.com/IrishDeafSociety (<http://www.facebook.com/IrishDeafSociety>)
- www.twitter.com/IrishDeafSoc (<http://www.twitter.com/IrishDeafSoc>)

Region

Dublin 7

Date Entered/Updated

17th Sep, 2024

Expiry Date

6th Oct, 2024

Source URL: <https://www.activelink.ie/vacancies/community/110955-irish-deaf-society-finance-manager>