

Our Lady of Lourdes Community Services Group: Finance & Administration Manager (<https://www.activelink.ie/node/111177>)



Our Lady of Lourdes Community Services Group
Childers Road, Limerick
www.ololcsg.ie (<http://www.ololcsg.ie>)

Finance & Administration Manager

JOB PURPOSE:

This is an exciting opportunity for a financial professional to make an important contribution to the services provided by OLOL CSG and the community we serve. Reporting directly to the General Manager, the Finance & Administration Manager's primary responsibility will be to manage the finance function of the organisation.

The Finance & Administration Manager will lead the development and adherence to organizational policies, sector policies (Charity Regulator, etc.) and will be responsible for reporting to internal and external stakeholders.

EDUCATION, KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

Essential

- Part qualified with extensive relevant professional experience may be suitable
- 3 years minimum professional experience.
- Ability to prepare for and manage the annual audit process.
- Strong working knowledge and experience in using accounting software and payroll systems such as Bright Pay and Sage.
- Excellent MS office skills with advanced excel.
- Proven report writing and presentation experience
- An ability to build relationships at all levels of the organisation, manage conflict and problem solve.
- Good IT, admin and finance skills with an efficient understanding of MS office
- Strong leadership and influencing skills.
- Track record of bringing innovative creative thinking and fresh ideas to an organisation and/or its services.
- Goal orientated with a proven track record of consistently meeting strict deadlines and working with projects.
- Knowledge of the charity environment and of a range of techniques and disciplines which will support the cost-effective generation of income for OLOL CSG.
- Possess an approach to work that supports champions innovation.
- Energy, enthusiasm and flair to work and achieve ambitious targets.
- Highly self-motivated and able to work autonomously, take initiative and make decisions.
- Committed to OLOL CSGs mission, core values and strategic direction.

Desirable

- Qualified Accountant (ACCA, ACA, CIMA, CPA)
- 3 Years post-qualified experience in similar role
- Knowledge of financial accounting reporting requirements in a charity environment i.e. SORP would be a distinct

advantage.

- Exceptionally convincing and persuasive written and oral skills with the ability to present and convey complex ideas and issues clearly and coherently.
- Demonstrable ability to evaluate the type of initiatives and programmes within the scope of the position and initiate, develop and deliver new initiatives that build on their successes.
- Good ability to work on their own initiative and as part of a team.
- An understanding and an interest in community development and social inclusion issues.

Remuneration

- Salary €50,000 per annum (pro rata)
- Permanent position 4/5 days per week (salary adjusted pro rata)
- Flexible working practices available
- Annual leave entitlement of up to 25 days per annum.
- Paid sick leave
- Paid study leave
- Support for training/upskilling in line with requirements of role

How do I apply for this great position?

To apply please include the following in your application:

- Letter of introduction that will clearly outline why you are suitable for this role
- Detailed CV with contact details of two references
- Applications should be emailed to: kate.clifford@ololcsg.ie (<mailto:kate.clifford@ololcsg.ie>)

Closing date for Applications October 11th 2024. Interviews scheduled for October 16th.

Region

Limerick

Date Entered/Updated

27th Sep, 2024

Expiry Date

11th Oct, 2024

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