

Saint John of God Foundation: Finance Executive **(<https://www.activelink.ie/node/115118>)**

Role: Finance Executive

Background

Saint John of God Foundation www.sjogfoundation.ie (<http://www.sjogfoundation.ie>) is a fundraising charity that supports Saint John of God Hospitaller Services Group, a non-profit healthcare organisation providing services for intellectually disabled children and adults, mental health care, care of children with terminal illness and care of elderly people in Ireland, United Kingdom and Malawi. The company is connected with the Saint John of God fundraising companies in the UK and the Netherlands.

Mission Statement of Saint John of God Foundation

Raising funds to support positive mental health and the full potential of those living with intellectual disabilities.

Organisational Philosophy

This Mission is carried out on behalf of, and in keeping with the philosophy and values of the Saint John of God Hospitaller Services Group, Hospitality, Compassion & Respect. Concern for the dignity and welfare of each person using any of the Services programmes is central to the charity's value systems. The development of this position and those responsibilities attached to it is a measure of our commitment to those values and to the right of each person to have available a range of high quality responsive services which will meet current and changing needs.

The Finance Executive will be a staff member of Saint John of God Foundation.

Responsible to: Chief Executive

Reporting to: Chief Executive

The reporting responsibility may change during the course of the contract.

Contract type: 9 Month Fixed Term Contract

Salary: €50,000

Hours: 35 hours per week

Holidays: 25 days per year

Work Location: Blended/ Saint John of God Campus, Stillorgan, Co. Dublin. Tuesdays and Wednesdays in the Office with increased office attendance in busy appeal periods.

Job Purpose

Saint John of God Foundation recognises the strong need to continue its capacity manage and account for its funds effectively.

Job Description

- Manage and control 8 company bank accounts, ensuring accuracy and compliance with financial regulations.
- Provide monthly accounts information and prepare Management Accounts P&L statement as well as balance sheet, ensuring timely and accurate reporting.
- To prepare monthly accounts and Business Information for the Chief Executive and highlight issues for the Chief Executive's attention.
- Liaise with payroll provider to ensure timely payment of salaries, ensuring smooth payroll operations.

- Reconcile income between banks and donor database (Salesforce) on a weekly basis.
- To ensure compliance with all Revenue Commissioner guidelines. And to administer the company pension scheme.
- Prepare comprehensive Profit and Loss (P/L) statements and Balance Sheets, consolidating financial information to provide a clear overview of the company's financial position.
- To manage internet banking – Download various bank files, process same and communicate as required with banks directly.
- Execute online money transfers to both foreign and domestic banks, ensuring accurate and timely transactions.
- Process creditor payments and generated a creditors control report, maintaining accurate records of outgoing payments.
- To produce and review Fundraiser's Income and Expenditure reports – to highlight issues for Chief Executive's attention.
- Collect and process incoming mail daily, recording receipts, balancing accounts, and lodging cash to the bank.
- Deliver Direct Debits to Donor Care colleagues, facilitating smooth transaction processing.
- Liaise with auditors during the annual audit process, providing necessary documentation and support as required.
- Complete monthly bank reconciliation, ensuring all transactions were accurately recorded.
- To maintain details of Employee Holidays, record written notification and file and enter in system.
- Pass Necessary Journal Entry and close monthly book of accounts.
- Perform necessary Budgeting and Forecasting as per business requirement: Such Donor files and other adhoc activities.
- Conducted detailed financial analysis to identify trends, variances, presenting findings to senior management for review and action.
- Ensure compliance with all guidelines set forth by the Revenue Commissioner, maintaining adherence to regulatory standards.

Please see Job Description and Person Specification attached below.

Apply Now

To apply, please send your CV to john@sjogfoundation.ie (<mailto:john@sjogfoundation.ie>)

Closing date: Monday 28th April 12 Noon

Region

Blended / Stillorgan, Co Dublin

Date Entered/Updated

15th Apr, 2025

Expiry Date

28th Apr, 2025

Attachment

[Job Description - Finance Executive.docx](#)

Size

54.87
KB

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