**Position: Part-Time Finance Lead**

**Hill Street Family Resource Centre (17.5-21 hours per week)**

**Role Objectives:**

To manage and maintain the finances for Hill Street Family Resource Centre ensuring compliance with financial policies and to coordinate office administration and procedures, working in close collaboration with the CEO.

**Reports To:** CEO, Hill Street FRC.

**Internal Liaisons:** Centre-based staff, Hill Street FRC Treasurer, counsellors, and families.

**External Liaisons:** Funders and suppliers.

Finance Administration

* Process invoices for payment and document and lodge family contributions and donations.
* Maintain the room hire system, invoices, income etc.
* Responsible for keeping updated and accurate records of accounts.
* Prepare monthly management accounts.
* Prepare financial reports for the Board and Finance and HR Subcommittee.
* Prepare the annual budget and monitor expenditure against the same.
* Assist the CEO in the financial planning for all programmes and events.
* Preparing annual accounts for audit and liaising with the auditor.
* Assist the CEO in the preparation of grant applications and reporting to stakeholders.
* Process weekly and monthly Payroll using payroll software Sage.
* Tracking and reconciliation of multiple funding streams.

Project Finance

* Act as the Financial Lead on the Hill Street projects.
* Prepare project budgets and monitor expenditure against the same
* Report to the CEO and ‘oversight group’ on project finances.

Office Administration

* Organise office maintenance, supplies and equipment to ensure the overall smooth running of the Centre and in line with Health and Safety Standards.
* Ensuring that the office systems are effective and efficient, including IT and phone systems.
* Maintaining appropriate and accessible records and files.
* Preparing minutes and reports as agreed with the CEO.
* Dealing with correspondence and post in conjunction with the CEO.

Qualifications & Experience:

* An Accounting qualification or Accounting Technician qualification or equivalent
* Previous demonstrated work experience of at least 3 to 5 years in a similar role is required
* Excellent knowledge of Microsoft Excel, Word and Outlook
* Experience and ability to maintain an efficient and accurate accounts system, including preparation of management accounts, invoicing, credit control, and bank reconciliations (Sage or similar)
* Experience in the maintenance of efficient and accurate payroll records (Sage), including remittances to Revenue Commissioners via ROS online
* Experience of managing finances in a project setting is desirable.
* An understanding of good governance policies and procedures
* Knowledge of SORP
* Excellent general office skills
* An appreciation and understanding of the challenges and opportunities presented by working for a small organisation,
* The need to be flexible and to proactively contribute to the work of the team.
* Ability to work on own initiative, with strong organisational and time management skills.
* Previous experience in the charity or not-for-profit industry is welcomed, but not essential.

Working Conditions:

* Office environment
* The position is part-time (17.5 – 21 hours per week). The part-time schedule will be agreed with the CEO in advance of commencement

Requirements of all Hill Street FRC staff

* Commitment to the purpose of Hill Street FRC and to work within the values, policies, and procedures of the organisation and in the context of current legislation and regulations.
* To participate in regular supervision with your line manager.
* To actively participate in team and staff meetings and Centre reviews/ evaluations and to contribute to the development of policy and practice within your area of work and within Hill Street FRC.
* To report any area of concern to your line manager in a timely manner.
* Have a flexible approach to the work in response to organisational change, development, and review of best practices.
* Participate in and engage with a performance management programme.
* Identify training needs with your line manager and participate in training opportunities appropriate to the role.
* To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or Health & Safety Officer.
* To participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
* To have a commitment to social justice, equality and fairness and to be non-judgmental.
* Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

**Note: this Job Description will be reviewed and updated in line with the needs of the work.**

Benefits

23 days annual leave pro rata

Company pension scheme

Please email or post a cover letter along with an up to date CV, detailing your relevant experience, your motivation and suitability for this role to projectmanager@hillstreetfrc.ie

Salary: €42,631 - €48,085 per annum pro rata depending on qualifications and experience. (HSE Grade IV Clerical worker salary scale)