SAINT JOHN OF GOD FOUNDATION

**JOB DESCRIPTION**

**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.

**Job Description for Finance Executive**

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

Position: Finance Executive

Responsible to: Chief Executive

Reporting to: Chief Executive

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

**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.

**Person Specification**

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| Education: | Educated to Accounting Technician certification (ATI) or similar Accountancy qualification.Fluency in English to CEFR Level C1 or C2. |
| Experience: | A good understanding of accounting, payroll, and Accounting principles. A minimum of 5 years experience in commercial or charity environment. |
| Computer Literacy: | Excellent IT skills. Knowledge of accounting software packages essential.Proficient user of MS Excel.  |
| Competencies: | * Organised and accurate administration
* Experience of working with colleagues in a fundraising/sales team
* Excellent attention to detail
* Organised and systematic
* Numerically competent and confident
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| Confidentiality: | The Finance Executive may have access to information concerning the medical or personal affairs of clients and/or staff or other Centre/Service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised person, on no account must information concerning staff or clients or other centre/service business be divulged or discussed except in the performance of normal duty. In addition, records may never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required. |

**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.

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| **Key Accountabilities** | **Performance Outcomes** |
| Company Income & Expenditure | Produce Company Management Accounts and Business Information on a monthly basis. |
| Payroll | Management of monthly pay and ensure salaries are paid by the final Thursday of the month |
| Cash / Standing Order Receipts  | Accurate recording of donations received off-line and on-line and lodged with bank |
| Ensure Charities Act 2009 and Statement of Guiding Principles for fundraising are implemented and adhered to fully | The work managed by the post holder will be fully compliant with Act and Guiding Principles |
| Contribute to the development fundraising by being active in fundraising planning work and in team meetings | Contribute to meetings and build learning on other areas of fundraising |

This Job Description is not intended to be a comprehensive list of all duties.  The person appointed may be required to perform other duties as appropriate which may be assigned to him/her from time to time and to contribute to the development of the position.

**Main Terms & Conditions**

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.

Task

