**Job Description Financial Officer St Andrews Resource Centre 2025**

**Budget Preparation & Strategic financial planning**

* Preparation of annual financial budgeting and forecasting and budget reporting on performance and exceptions
* Support the Department Management Team by contributing the financial elements of all funding applications and business cases
* Provide information required to support all aspects of financial forecasting/modelling, identification of new sources of income etc.
* Work closely with the Executive Director to create a model to record Activity based budgeting to be able to make decisions for commercial tendering of services
* Ensure data entry is accurate to record and monitor the use of restricted, unrestricted and designated funds in line with their budgeted uses
* Report the budgeted spend on specific projects including capital, rejuvenation or specific once off projects or grants or centre events

**Financial accounting and reporting**

* Maintain financial records for multiple funding streams within the accounting package
* Work on migration project to upgrade accounting package
* Provide detailed analysis of the nominal ledger
* Maintain the financial systems for the range of funding streams including childcare, CDYSB, Community Employment, HSE etc
* Preparation of financial reports within funder deadlines
* Establish and maintain professional relationships with key stakeholders and funders
* Work on the apportionment of costs in line with agreed basis of apportionment
* Oversee the smooth running of the month end process to include cash management, banking on line, accounts payable, accounts receivable, credit control, payroll and petty cash.
* Incorporate the companies external invoicing system into the finance department

**Statutory and Regulatory Compliance**

* Work with the Executive Director Ensure all financial and governance matters in relation to the funders and the related service level agreements or annual contracts are maintained.
* Work with the Executive Director to ensure all annual charitable and company returns are kept up to date and the annual governance and reporting schedule for the organisation is adhered to.

**Management of the Annual Audit Process**

* Preparation of annual financial statements, in a timely manner, in accordance with best practice and SORP
* Preparation of all supporting information and liaising with the Board's Audit Committee.
* Follow through on audit and monitoring requirements and ensure all agreed recommendations arising from the funder audit are fully implemented.

**Innovations**

* Actively engage with innovation requirements for the finance function to include accounting packages, payroll packages, information management technologies and the overall integrated approach to systems to support the finance function for St Andrews.
* Provision of business planning supports to new innovations to assist in the future development of St Andrews and ensure the finance systems have the ability to adapt to new funding models when required
* Participate in the migration of the finance dept to office 365 and other technologies