

Job Title:	Finance Manager
Reports to:	Financial Controller
Job Location:	11 Mulvoy Commercial Centre, Sean Mulvoy Centre, Galway
Salary:	Grade VI (Clerical) based on HSE Scales - 01.02.2022 (€49,532 – €60,514)
Contract Details:	Permanent, with 6 months' probation
Job Purpose:	The primary purpose of this role is to work collaboratively with the Financial Controller in the delivery of an efficient and effective finance function to support the running of the organisation in line with the Strategic Plan.
Main duties & Responsibilities:	<ul style="list-style-type: none"> ▪ Hands on smooth management of day to day work activities of the finance team to include training and development of trainees and CE scheme personnel. ▪ Management of the core finance functions including: payroll, pension administration, expenses payable, accounts payable, accounts receivable, rental income, banking, cash, client accounts and capital projects in line with finance procedures. • Ongoing development of finance policies, procedures, and systems to support high standard internal controls and best practice standards. ▪ Overseeing the maintenance of the general ledger and associated control accounts for accuracy and completeness. ▪ Ensuring that all financial regulations including Revenue, are fully compliant with company legislation. ▪ Preparation of monthly and quarterly management accounts for each service, board and as required by funders. ▪ Preparation of annual pay and non-pay budgets requiring liaison with related service managers in line with organisation's strategic plan. ▪ Management of input of approved monthly phased budget to accounts system ▪ Monitoring of budget overruns and assist service managers on strategy to achieve budget via quarterly meetings. ▪ Management and administration of monthly/weekly payroll. ▪ Management and administration of pension scheme. ▪ Maintenance of all Asset Registers (Fixed Assets/Property Loans). ▪ Liaison with funders and other external bodies on finance matters. ▪ Liaison and preparation documentation/schedules for annual external audits to audit, regulatory and statutory standards including CE scheme. ▪ Liaison, preparation and accounting of documentation/schedules for Grant applications including CAS/CALF property schemes with property manager/external loan providers and funders.

	<ul style="list-style-type: none"> ▪ Liaise, prepare and support grant applications in relation to funding for services with Head of Fundraising & Communications/QPD Co-Ordinator or other Service Manager ▪ Seek opportunities and implement value for money initiatives. ▪ Participate in and contribute to the Finance & Governance Committee. ▪ Participate in and contribute to committees of associated companies, bodies and groups. ▪ Perform other duties as may be assigned from time to time by the Financial Controller or any other person designated by the CEO. ▪ Maintain confidentiality of information and records. ▪ Keep up to date with accounting/finance related matters. ▪ Participate in all mandatory training and adhere to all policies and procedures of Simon Community Galway.
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Person Specification:	<p>Qualification:</p> <ul style="list-style-type: none"> ▪ Qualified accountant –ACA/ACCA/CPA/CIMA qualification <p>Experience:</p> <p>Essential:</p> <ul style="list-style-type: none"> ▪ At least 5 years post qualification experience ▪ Proven ability to motivate, lead and develop a finance team ▪ Strong communication, interpersonal, presentation & reporting skills to both financial and non-financial individuals ▪ Strong team player ▪ Ability to adapt and be flexible ▪ Excellent time management, planning and organisation skills ▪ Previous experience using accounting/payroll packages ▪ Excellent proficiency in Microsoft packages ▪ Fluency in written and spoken English <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Experience working with a not for profit organisation
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To apply:	<p>All applicants should submit a CV and Cover letter to Galway Simon Community. at jobs@galwaysimon.ie, by 5pm on closing date 26th November, 2023.</p> <p>A detailed job description can be obtained from www.galwaysimon.ie</p> <p>If you have any questions in relation to this position please contact the HR department via email jobs@galwaysimon.ie</p>
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All job offers will be subject to satisfactory pre-employment medical checks and Garda vetting.

Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.