

SECAD Partnership CLG – JOB DESCRIPTION

Job Title:	Company Accountant
Reporting To:	Finance & Administration Manager
Employer:	SECAD Partnership CLG (SECAD)
Main Purpose of Role:	<p>The Company Accountant will play a critical role within the organisation. You will be required to produce and communicate financial information at all levels of the organisation; supporting the company's strategic objectives, financial forecasting, preparing business plans, budgets, and reports.</p> <p>You will be responsible for working with other members of the Finance Team and ensuring the effective control of the company's income and expenditure and ensuring that financial controls and procedures are at all times adhered to and compliant with relevant funders as well as company and charitable law.</p>
Salary:	Salary commensurate with knowledge, skills and experience
Conditions of Work:	<ul style="list-style-type: none"> • Full-time 35 hours per week – part-time may be considered • A probationary period of at least six months will apply • Based in Midleton, Co. Cork (remote working during COVID-19)
MAIN DUTIES	
1	<p><i>Strategic Planning and Implementation</i></p> <ul style="list-style-type: none"> • Provide strategic leadership in terms of planning and forecasting of financial information to ensure the effective roll out of the company's public programmes as well as other non-public funds. • To support and advise the Senior Management Team, Finance and Audit Subcommittee and Board of Directors on all financial activities of the company.
2	<p><i>Financial Management</i></p> <ul style="list-style-type: none"> • Financial management of all operational activities and records and ensuring that they are in compliance with funding regulations and in line with SECAD's strategic objectives • Control of the organisation's income and expenditure • Preparation of business plans, tender submissions, budgets and reports as required • Preparation, analysis and investigation of monthly, quarterly and annual financial reports • Monitor and manage the company's cashflow position at all times • Update and maintain company's assets register
3	<p><i>Provision of Support to Other Finance Team Employees</i></p> <ul style="list-style-type: none"> • Support and monitor the day-to-day work of other Finance Team members in accordance with SECAD's annual programme work plans • Support the Finance & Administration Manager in providing timely, accurate and robust financial information for the Senior Management Team, Finance and Audit Subcommittee and Board of Directors
4	<p><i>Communication</i></p> <ul style="list-style-type: none"> • Prepare and present relevant, appropriate, clear and accurate financial information at all levels within and external to the organisation • Liaise with funders, clients and beneficiaries in relation to income and expenditure
5	<p><i>Audit and Compliance</i></p> <ul style="list-style-type: none"> • Preparation of financial accounts for annual audit in line with Charities SORP • Preparation of financial information for all other internal and external audits • Respond in a timely manner to any audit outcomes or recommendations

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6	<p><i>Involvement with Other LDCs, Networks etc.</i></p> <ul style="list-style-type: none"> • Liaise with employees/members of other LDCs to learn and share experiences • Attend meetings with other LDCs, networks etc. when required
7	<p><i>Policies, Procedures and Systems (including IT)</i></p> <ul style="list-style-type: none"> • Continually review existing accounting systems, policies, and procedures to identify weaknesses or inefficiencies with a view to designing and implementing improved systems and controls • Management of relationship with SECAD’s ICT support supplier to ensure smooth running of all ICT systems • Input and advise on future financial policies, procedures and systems
8	<p><i>Payroll</i></p> <ul style="list-style-type: none"> • Manage and operate SECAD’s payroll/ROS system • Liaise with SECAD employees in relation to payroll
9	<p><i>Other Duties as may be required from time to time</i></p>

CORE COMPETENCIES		
1	Knowledge of Community & Voluntary Sector	Some knowledge of the community and voluntary sector, and in particular the management of finances in an Irish Charity, would be desirable
2	Qualifications and Experience	You must be a fully qualified accountant with a minimum of 2 years work experience
2	Interpersonal & Liaison Skills	You must be able to demonstrate that you can effectively and efficiently liaise with individuals, groups and other organisations agencies active in the charitable sector in Ireland
3	Project Management Skills	You must be able to demonstrate that you have direct experience in managing, producing, analysing, and presenting timely and relevant financial reports to senior management, subcommittees, Directors and external bodies, such as the Local Authority, Government Departments, etc.
4	Personal Skills	You will be required to have a flexible approach to your work, be motivated and a self-starter who can communicate effectively. You must also demonstrate that you work with integrity and that you can align yourself with the values of SECAD.
5	Communication	You will have demonstrable experience of forming good working relationships with your colleagues and others and that you will work with and communicate with team members in a supportive and developmental manner. You must also show respect for confidentiality in all aspects of your work and have excellent verbal and written skills.
6	IT Skills	You must have excellent IT skills and be able to demonstrate your ability to work with all MS Office applications as well as experience in recognised accounting software applications.
<p>SECAD Partnership is an equal opportunity employer. Canvassing will disqualify. To apply for this position please submit a letter of application plus your CV by email to info@secad.ie by 5pm Monday 29th November 2021 Interviews will be held on Tuesday or Wednesday 7th or 8th December 2021</p>		