

**Job Description**

**Financial Controller with**

**Southside Partnership DLR**

**(Full Time permanent contract)**

**Our Mission**

Working in partnership to improve social and economic inclusion and build vibrant communities in Dún Laogharie Rathdown.

**Our Vision**

To see an inclusive and just society, without discrimination, where people are encouraged and enabled to reach their full potential within strong vibrant communities.

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| **Reporting to** | CEO |
| **Key responsibilities include** | Financial management including reporting to funders and ensuring full compliance with regulatory requirements and accountability for funding received, as well as providing strategic input into the organisations sustainable development |
| **Salary**  | € 51,580, possibility of a 4 day week |
| **Initial fixed term contract** | Permanent contract, subject to successful completion of a probation period. |
| **Duty station**  | Blackrock office with remote working |

**Southside Partnership Dun Laoghaire Rathdown**

Southside Partnership DLR CLG is a local development company working towards an inclusive and just society, where each person is encouraged and enabled to reach their full potential and live with dignity in active, healthy and safe communities. We provide a comprehensive range of supports and services to people and communities throughout Dun Laoghaire Rathdown (DLR).

The Partnership also runs a Community Employment Scheme and a number of Tús schemes supported by the Department of Social Protection and is involved in a number of projects financed through European funds. It hosts HSE funded initiatives such Healthy Food Made Easy and Living Well with Dementia, as well as a project called Southside Addressing Violence Effectively (SAVE) funded by TUSLA and the Healthy Dún Laoghaire Rathdown programme.

**The Role of Financial Controller**

Reporting to the Southside Partnership DLR’s CEO, the Financial Controller will ensure that the company’s internal controls, financial policies and processes, financial management and statutory reports are in compliance with Pobal’s and other funders’ guidelines, best practices and statutory and regulatory guidelines. The Financial Controller will also support the efficient day-to-day running of the main office.

The Financial Controller will join our finance team with 2 support staff with strong institutional memory. With a grant portfolio from 11 funders representing an annual budget of €2.7 million, the office handles less than 200 transactions monthly. We are in the process of moving to Xero and training for the team has taken place.

This is a full-time fixed term position, based in our Blackrock office with remote working. There is an option to complete the role in 4 days. The salary is € 51,580 annually. A probationary period of 6 months is required.

**Key Responsibilities**

* Accountability for preparation of financial statements that adhere to generally accepted accounting principles and statutory requirements for audit;
* Management of organisational bank accounts including opening and closing of accounts, updating signatories, processing credit card applications, banking on line, as well as general administrative tasks;
* Completion of financial accounts and reports to meet the requirements of the company’s funders, its CEO and Board of Directors;
* Manage adherence to generally accepted accounting standards;
* Management of project funding with government and other funding organisations;
* Ensures full oversight of regular book-keeping tasks including; payroll preparation; banking requirements; revenue requirements; and ad-hoc problem solving;
* Management of the organisation’s cash flow;
* Liaise with external Auditors and ensure yearly audit is completed.

*Key role on Senior Management Team*

* Participate as an active member of the SSP management team;
* Meet with individual managers and/or staff to discuss management of budgets and departmentalised financial information when required;
* Analysis of financial information to assist in the identification of options for decision making in relation to managing scarce resources;
* Preparation and presentation of financial information to the CEO, Management Team and Board of Director’s on a quarterly basis or as required;
* Participate in strategic planning with the Management team as appropriate;
* Support Managers to manage costs within budget, and compliance with company procurement and purchasing polices, so as to achieve and demonstrate value for money;

*Funder management and compliance*

* Reporting to Funders through preparation of financial returns and adhoc financial reports as required; preparation of funding proposals and submissions; liaising with Funders and preparing information as required;
* Prepare, update and monitor compliance of internal financial procedures, in line with funder requirements, auditor recommendations and best practice for charities;
* Support team with developing cost proposals and funding applications;

*Strengthen controls*

* Embed Xero system into the finance office;
* Refine, roll out and monitor internal controls, operating procedures and financial policies;
* Ensure monitoring and reconciliation of use of the company Credit card in line with financial procedures;

*Line management*

* Line manage the Partnership’s finance and administrative support personnel (two staff) at head office;

*Compliance*

* Keep up to date and understand relevant laws and regulations in relation to the charity sector accounting and governance practices;
* Update the Charities Regulator with the required documentation to ensure full compliance.

***Qualification & Experience***

* Accounting qualification with 5 years experience including budgeting, management accounts, departmentalised management accounts, budget versus actual accounting information, payroll.
* Knowledge and experience of computerised accounting packages is essential.

**Skills & competencies**

*Knowledge & skills*

* Preparation of annual accounts using SORP accounting for charities
* IT Skills including accounting packages SAGE and Xero
* Plan and work efficiently to establish priorities and allocates time and effort accordingly, identifying possible obstacles to planned achievement

*Decision making*

* Makes decisions on own initiative regarding reasonably complex financial issues under general policy guidelines
* Makes decisions for the organisation on accounting methods and procedures
* Contributes to major decisions at management level
* Solves any problems arising on day to day basis

*Communications*

* Communicates at all levels of organisation - Board; Director; Middle Management; and Departments

**Application process**

To apply, please send a letter of application, outlining why you believe you are suitable for this role, together with your Curriculum Vitae. Please note that referees will not be contacted without your prior permission. Queries on the role can be emailed to recruit@adarehrm.ie

Applications should be marked ‘Financial Controller’ should be sent, quoting the reference SSP12 to recruit@adarehrm.ie by COB **June 12th**. It is proposed to hold online interviews for this position the week of June 13th. The second interview will take place the week of June 27th.

*Please note that:*

• Southside Partnership DLR is an Equal Opportunities Employer

• No late applications will be accepted and canvassing will lead to disqualification

• Any offer will be subject to satisfactory references and Garda vetting as appropriate

• it is preferable that applicants have their own transport but not essential