

<b>Title</b>	<b>Finance &amp; Admin Officer</b>
<b>Status</b>	<b>Two-Year Fixed Term Contract</b>
<b>Location</b>	<b>Galway</b>
<b>Reporting to</b>	<b>CEO</b>
<b>Salary</b>	<b>Admin Salary Scale, DOE</b>
<b>Hours of Work</b>	<b>35 Hours per week, full-time</b>

## Role Description

### Role Purpose

ILDN is a small and growing team, providing key supports and co-ordination to the network of 49 companies which make up the Irish Local Development Network. The role of the Finance & Admin Officer is to work as part of an effective team, ensuring strong financial management, planning and reporting of the finance function of ILDN, in addition to contributing to the co-ordination and administrative supports of the network. This will be done within the context of an individual workplan, which in turn forms part of ILDN's annual workplan.

### Finance Functions

- Ensure that ILDN operates wholly in line with the company's Financial Procedures, and in compliance with all regulatory requirements and requirements of our funders
- Preparation of the company payroll and all matters relating to employee pensions
- Processing EFT payments and inter company transfers in accordance with procedures
- Prepare monthly company financial management reports to include budget variance analysis and bank reconciliations for designated funded programmes in accordance with the Company's financial procedures, and working across a range of funders
- Provide accurate Financial Report and Financial Monitoring Returns to relevant funding bodies under headings as assigned
- Assisting in the preparation of the company accounts for annual audit
- Ensure that prior to issuing payments that the necessary back-up documentation is attached to cheque requisitions, i.e., Application received, correspondence in/out, current contract/financial agreement, tax clearance certificate and other relevant supporting documentation, which ensures a detailed audit trail is in place
- Assisting in the drawing up of annual programme budgets
- Monitor a system of internal verification of accounting procedures in accordance with the Company's financial procedures
- Engage with the CEO on the progress of activities, the operation of the budget and the reporting requirements of the company

## Administrative Functions

- Provide general administrative support to CEO and the network through arranging of meetings, management of calendar, maintenance of contact lists and database
- Support the management and sharing of information for and within the network
- Take Minutes at meetings as required

## General Functions

- Take responsibility for the health and safety of self and colleagues, through adhering to guidelines for the workplace
- Participate in individual, team and organisational development of the staff and the Company
- Adhere to Professional Standards and Code of Ethics in the Company
- Undertake other duties and responsibilities which are necessary to ensure the effective running of the finance and administration section and as may be assigned in agreement with the CEO where such requests are reasonable.

## Person Specification

Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. This person will be capable of working without supervision, on his / her own initiative, and within a busy environment. It is likely that the person appointed will demonstrate a genuine commitment to ILDN's ethos and vision and ideally have the skills and attributes as detailed below.

## Qualifications

The Finance & Admin Officer will ideally have a relevant financial (e.g., IATA) qualification and / or minimum of 3 years' experience in finance/administration.

## Knowledge & Expertise

The Finance & Admin Officer should be able to demonstrate experience and expertise in the following areas:

- Preparation of Company annual accounts for audit
- Expertise in managing manual and electronic payroll systems and year end reconciliations
- Knowledge and experience in the use of Xero
- Financial budgeting and management
- Responsibility for financial outcomes
- Experience of multi funding relationship development and management
- A record of planning, achievement, and implementation

## Skills & Competencies

The Finance & Admin Officer should be:

- Innovative, creative, and forward thinking
- have an accessible and approachable demeanour, with a willingness to be flexible
- in possession of excellent written (both academic and report/proposal writing), oral communication, facilitation, and presentation skills
- flexible, creative with the ability to adapt to a changing and challenging environment



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- able to work in a self-directed manner, and to develop good working relationships with all stakeholders
- Able to conduct him or herself in a way that is credible to stakeholders and engages and commands confidence and respect
- fair, impartial, and open to new ideas and information
- computer literate in dealing with standard MS word and data processing, spreadsheet, and communication packages

### Application Process

Application by CV and cover letter, drawing specific attention to the required skills, competencies and experience to [carol@ildn.ie](mailto:carol@ildn.ie)

Closing Date: Tuesday 03<sup>rd</sup> of January 2023, 5pm



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