

**Finance Manager**

**Job purpose**

The effective management of the finance, governance and administration functions within Wexford Local Development.

**Reporting to**

The CEO.

**Hours**

This is a full time position, 35 hours per week.

**Contract Term**

Contract of Indefinite Duration.

**Main Duties & Responsibilities**

* Driving the development of, and adherence to, company policies and internal controls in order to maximise financial control and minimise risk exposure;
* Maintaining a structural budgetary and variance reporting process of financial and non-financial performance indicators to be reported to the Board;
* Operating as a resource to management and coordinators providing financial advice to assist in decision making;
* Delivering the highest level of service to all internal and external users;
* Financial Planning for each programme including the preparation of annual budgets and quarterly forecasts;
* Financial operations including payroll, procurement/purchasing order processing/ accounts payable, general ledger and fixed assets;
* Financial and Management reporting to both internal and external users in a timely manner;
* Systems Administration and management of Sage 50, Micropay and TMS;
* Ensuring Compliance with all legal and regulatory requirements including specific programme framework requirements;
* Ensuring compliance with the GDPR;
* Ensuring compliance with the Governance Code through regular review and by scheduling updating/renewing of policies and procedures as required;
* Administration functions including HR, IT, Health & Safety & Insurance;
* Managing the external IT support;
* Risk Management and the Risk Register;
* Provision of services to the Audit, Finance & Risk Committee;
* Preparation of Annual Financial Statements and liaison with external auditors;
* Maintaining effective communication with all staff members, directors, suppliers and funders on financial, budgetary and related matters;
* Managing internal and external company and programme(funder) audits;
* Managing the seven member finance team, ensuring that the highest standard of integrity and confidentiality is maintained at all times;
* Managing individual performance and to maintain the morale and motivation of the team;
* To meet agreed targets and deadlines and adhere to company policies and procedures;
* Promoting and maintaining the values expressed in the Vision and Mission statement of Wexford Local Development;
* To be an effective member of the senior management team;
* To manage and deliver other appropriate projects as assigned by the CEO

**Skills, Qualifications & Experience**

* A qualified Accountant (ACA/ACCA/CPA/CIMA) with a minimum of 5years post-qualification experience;
* Strong IT skills including proficiency in Microsoft Office, Sage 50 Accounts, and Internet Business Banking;
* Proven track record in the effective management of the finance function;
* Experience of managing a finance team.

Desirable

* An understanding of the not-for-profit sector and its governance requirements;
* Experience of working in a publicly funded organisation and adhering to strict requirements of public funders;
* Knowledge of Sage payroll and the Charities SORP would also be desirable.

**Core competencies**

* Good Organisational skills
* Professionalism
* Good communications skills; written and verbal.
* Results Orientated
* Problem Solving
* Commercial Awareness
* Analytical Skills
* Strategic Thinking
* Commitment to high quality standards of work and continuous improvement.

To apply for this position please forward your CV and a cover letter to [hr@wld.ie](mailto:hr@wld.ie) by **12 noon, Friday, October 19th.**

When submitting your application please list the job title in the e-mail subject box i.e. *Finance Manager*

