



## 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 19<sup>th</sup>**.

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



An Roinn Gnóthaí Fostaíochta  
agus Coimirce Sóisialaí  
Department of Employment Affairs  
and Social Protection



An Roinn Forbartha  
Tuaithe agus Pobail  
Department of Rural and  
Community Development