

## Finance Officer Job Description

**Job Title:** Finance Officer

**Reporting to:** Finance Manager

**Location:** Wexford Local Development, Wexford Office Spawell Road, Wexford.

**Contract Type:** Full-time 35 hours per week.

### Overall, Purpose of the Role:

To work closely with the Finance Manager and assist in completing tasks relating to budgeting, governance and financial reporting within Wexford Local Development. The Finance Officer will work as part of the 8 member finance team within the organisation which includes Payroll, HR and Finance Officers.

### Key Responsibilities:

- Assisting in the preparation of annual and periodic budgets for both the company and individual programs and completing variance reporting of financial and non- financial performance indicators;
- Operating as a resource to management and programme co-ordinators by providing financial reports to assist in decision making;
- Communicating with various funders regarding periodic financial and management reporting in a professional manner and in adherence with contractual deadlines;
- Assisting with internal and external company and programme(funder) audits;
- Assist with the preparation of Annual Financial Statements and liaising with external auditors;
- Maintaining effective communication with all staff members, suppliers and funders on financial, budgetary and related matters;
- Maintaining the values expressed in the Values statement of Wexford Local Development; respect, equality, leadership, inclusion and integrity;
- To be an effective member of the finance team;
- To participate in training events, on the job training and keep up to date with policy changes and information relevant to WLD and the community and voluntary sector;
- To manage and deliver other appropriate projects as assigned by the Finance Manager.

### Qualifications and Experience:

- A part qualified Accountant (ACA/ACCA/CPA/CIMA) or ATI qualified and motivated to continue professional development and training;
- 3 years' experience in a finance/accounting role;



- Strong IT skills including proficiency in Microsoft Office , Sage 50 Accounts, and Internet Business Banking;
- Excellent working knowledge of Microsoft Excel.

**Key Competencies:**

- Effective organisation, management and prioritization of duties skills in a fast paced environment;
- High level of attention to detail;
- Professionalism and confidentiality;
- Good communication skills; written and verbal;
- Results orientated;
- Ability to contribute positively within a team environment;
- Problem solving and the ability to work autonomously;
- Commitment to high quality standards of work and continuous improvement;
- Displays a personal willingness and ability to work in and adapt to change.

**Desirable Attributes:**

- 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 the Charities SORP;

**What We Offer:**

- Salary will be commensurate with experience and will be between €39,225 to €41,020.
- Flexible working hours over 35 hours per week, will include some evenings and weekends as required. Time Worked Up applies.
- Remote/hybrid working requests will be considered.
- Generous leave entitlements.
- Access to our EAP (Employee Assistance Programme)
- Free onsite parking
- Purposeful work and access to continuous professional development opportunities

