

Senior Finance Officer Job Opportunity

Job Title: Senior Finance Officer
Reporting to: Finance Manager
Location: Hybrid / Wexford Local Development, 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. Following a period of full training and support, act in place of the Finance Manager when required.

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 and management 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;
- Maintaining effective communication with all Staff, Suppliers, Revenue and Funders on financial, budgetary and related matters;
- 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;
- Preparation of VAT returns relating to WLD's Social Enterprises;
- To manage and deliver other appropriate projects as assigned by the Finance Manager.

Qualifications and Experience:

- A part qualified Accountant or qualified Accounts Technician prepared to undertake further study;
- 5 years' experience in a finance/accounting role;



- Proficient use of accounting software and other IT applications including MS office suite.

Key Competencies:

- Effective organisation, management and prioritization of duties in a fast paced environment;
- High level of attention to detail;
- Professionalism and confidentiality;
- Good communication skills; written and verbal;
- Ability to contribute positively within a team environment;
- Problem solving and the ability to work autonomously;
- Analytical skills; ability to interpret financial data and assist in making informed decisions
- Maintain the values expressed in the Values statement of Wexford Local Development; respect, equality, leadership, inclusion and integrity;

Desirable Attributes:

- An understanding of the not-for-profit or public sector;
- Supervisory or team leader experience
- Knowledge of SORP accounting;

What We Offer:

- Salary will be commensurate with experience starting at a range between €46,279 to €50,477 (annual increments considered subject to funding);
- Hybrid working requests will be considered following completion of probation period (2 days office/ 3 days from home);
- Generous leave entitlements (25 days increasing to 29 days);
- Access to our EAP (Employee Assistance Programme);
- Free onsite parking;
- Study leave and support to work toward professional Accountancy qualifications;
- Purposeful work and access to continuous professional development opportunities.

