



Finance Manager

Location: Wexford Town
Reporting to: CEO
Contract: Contract of Indefinite Duration
Salary: €71,748 to €77,116 (starting salary range depending on experience)
Hours: 35 Hours per Week (*Monday to Friday*)
Leave: 25 days per annum (with additional service days)

The position also offers:

- Hybrid working opportunities.
- Access to our EAP (Employee Assistance Programme).
- Free onsite parking at our Wexford office.

Job purpose

The effective management of the finance, governance and administration functions within Wexford Local Development. The Finance Manager is a key member of the senior management team, along with the CEO and Programmes Manager.

About Wexford Local Development

Wexford Local Development is a community based organisation and part of the national network of 'local development companies' in Ireland (i.e. Local Development Companies Network). We are a company limited by guarantee (CLG) with charitable status and a board of voluntary directors. Our work is delivered through a range of contracted, publicly funded, Programmes. These include LEADER, SICAP, Tús, Rural Social Scheme, WorkAbility, the Cornmarket Project and the Local Area Employment Service. We employ 125 staff and approximately 300 'scheme' participants (i.e. through CE, Tús and Rural Social Scheme). We are committed to making a positive impact across the county by promoting opportunities for employment, social inclusion and enterprise and addressing inequality.

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;
- Managing the seven member finance team, ensuring that the highest standard of integrity and confidentiality is maintained at all times;

- Reporting to the Audit, Finance & Risk Committee;
- Operating as a resource to Management and Programme Co-ordinators by providing financial advice to assist in decision making;
- Financial Planning for each programme including the preparation of annual budgets and quarterly forecasts;
- Overseeing financial operations including payroll, procurement/purchasing order processing, accounts payable, general ledger and fixed assets;
- Building effective relationships, including Financial and Management reporting, with our funders;
- Managing internal and external company and programme(funder) audits;
- Ensure payroll and pensions are effectively managed and compliant with legislation;
- Systems Administration and management of Sage 50, Micropay and the time management system;
- Ensuring Compliance with:
 - all legal and regulatory requirements including specific programme framework requirements;
 - GDPR;
 - the Charities Governance Code through regular review and by scheduling updating/renewing of policies and procedures as required;
- Managing administration functions including HR, IT, Health & Safety & Insurance;
- Providing financial oversight and support to the three company Social Enterprises (incl. VAT) i.e. Kafe Konnect, EPIC and the Little Jobs Service;
- Managing the external IT support;
- Risk Management and management and review of the Risk Register;
- 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 individual performance and maintaining the morale and motivation of the team;
- Meeting agreed targets and deadlines and adhere to company policies and procedures;
- Ensuring adherence to OGP procurement guidelines throughout the organisation;
- Showing a strong alignment to WLD's values of Respect, Equality, Leadership, Inclusion and Integrity and a commitment to social impact;
- Being an effective member of the senior management team;
- Contributing to the overall leadership and strategic planning of WLD;
- Managing and delivering other appropriate projects as assigned by the CEO.

Skills, Qualifications & Experience

- A qualified Accountant (ACA/ACCA/CPA/CIMA) with a minimum of 5 years post-qualification experience;
- Strong IT skills including proficiency in Microsoft Office, Sage 50 Accounts, and ROS;
- 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 funder requirements;
- Knowledge of Sage payroll and the Charities SORP.

Core competencies

- People Management skills
- Excellent 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 by **5pm on Thursday, October 16th**.

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

Wexford Local Development is an equal opportunities employer.



An Roinn Coimirce Sóisialaí
Department of Social Protection



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