

Job Description: Finance and Business Support Manager for Good Shepherd Cork

Post: Finance and Business Support Manager

City: Cork

Reporting to: CEO of Good Shepherd Cork

Main function of the post: To support the CEO in the smooth running of the finance function of GSC, with particular responsibility for stakeholder reporting, maintaining accounting records, preparation of budgets, cost effectiveness reviews and interaction with the six service managers on finance matters. In addition, the post holder will work closely with the CEO and service managers to ensure that GSC follows best practice and compliance requirements in other aspects of business and administrative support including HR management, IT and information management and procurement of goods and services. As a member of the management team of GSC, the post holder will be expected to contribute to the planning and development of the organisation.

Management and supervisory arrangements: The post holder will report to the CEO and be a member of the GSC management team. The post holder will line manage the HR/Finance Administrator and some supervision of others' work may be required on a project basis.

Hours worked: Part time, 20 - 24 hours per week (to be agreed).

Salary range: The post is on the GSC Manager scale. We expect to recruit at the starting point of the scale but may review for an exceptional candidate.

Person Specification:

Qualifications

A qualification in accounting such as CIMA, ACA, ACCA (could consider part-qualified with considerable, relevant experience).

Experience

Essential:

- At least five year's work experience in a senior role.
- Accounting experience that encompasses a variety of work, including the production of management accounts and budgets.
- Experience of finance databases; producing and writing reports and running enquiries.
- Awareness of charity accounting e.g. restricted funds use.
- Experience with management information systems and use of data analytics to support decision making and project/service development.
- Experience of producing information for business cases or funding applications.
- Ability to undertake a broad range of tasks e.g. conducting a periodic salary survey, undertaking cost effectiveness reviews, risk audits, managing procurement.
- Excellent IT and data skills.

Desirable:

- Experience of charity accounting and preparation of charity statutory accounts.

Character

- Ability to respond to need for change and work in a highly organised manner with excellent attention to detail.
- Clarity and confidence in communication with other service managers, board of directors and external stakeholders.
- Excellent interpersonal and listening skills.
- Ability to present a case and positively influence internal and external audiences.
- Firm commitment to the mission, values and ethos of Good Shepherd Cork.

Examples of duties of the post:

- Assisting the CEO to produce and distribute concise and easy to understand monthly management accounts for the charity.
- Reviewing funding agreements for compliance requirements.
- Reviewing the current contract performance of suppliers to ensure value for money and quality service.
- Maintaining an up to date filing record of the charity's restricted funds,
- Where required, assisting service managers across GSC with the compilation of finance plans, business cases and grant budget applications/reports.
- Continually undertaking a review of the effectiveness of the internal controls operating within the organisation.
- Ensuring appropriate and cost-effective IT infrastructure and MIS arrangements are in place and well utilised.
- Ensuring the charity is at all times compliant with HR, Health and Safety and other legislative requirements.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by CEO, from time to time.

A current driving licence is essential, as some travel for work and external liaison meetings is a requirement of the post.