



St Cronan's Association CLG

Providing high quality support to people & their families living with disability

JOB DESCRIPTION

<u>JOB TITLE:</u>	FINANCE MANAGER
<u>REPORTING TO:</u>	Services Manager/Board of Directors
<u>LIAISE WITH:</u>	Relevant Community Health Areas (CHO's), Government Departments, External Auditors & accountants, other services/organisations, Service Manager, Board Members, colleagues, service users & others.
<u>INITIAL HOURLY</u>	35 Hours per week (9am to 4.30 pm with half hour lunch).
<u>CONTRACT PERIOD:</u>	Permanent Post following successful completion of 11-month Probation.
<u>COMMITMENT:</u>	As this job is defined by duties and goals, longer working hours may be required from time to time in agreement with the Services Manager/Chairperson of Board of Directors.
<u>LOCATION:</u>	St. Cronan's Association CLG, Grange, Roscrea, Co Tipperary.
<u>JOB GOAL:</u>	To manage the Finance functions in St Cronan's Association in an efficient and productive manner including the development, upgrade of existing financial systems where necessary.

ROLE SUMMARY:

To be responsible for the provision of overall financial direction including fiscal and business leadership and the management of the accounting function in St. Cronan's Association. To prepare monthly reports and analysis for both internal and external sources, and manage the development, upgrade and replacement of existing financial systems. In addition, the Finance Manager, while having line management responsibility for Finance, will work closely with the Services Manager and Senior Managers on finance issues. The successful candidate will also have management responsibility for Finance Department staff and will be a key member of the senior management team.

MAIN DUTIES & RESPONSIBILITIES

Finance

- Ensure the preparation of monthly financial accounts in line with set deadlines.
- Prepare ad-hoc financial reports as required from time to time for the Service Manager and Board of Directors.
- Prepare quarterly balance sheet and produce analysis of same.
- Present balance sheet and P&L /other financial data to Board of Directors.

- Submission of monthly claims to the Health Service Executive.
- Prepare annual financial statements for audit purposes and manage the annual audit.
- Ensure all monthly/annual tax returns are filed and paid on time - VAT, PAYE, Social Insurance's etc.
- Ensure the accuracy of the monthly payroll, pension and union fees, and reconciliation of payroll accounts.
- Ensure the preparation of detailed Cost Centre analysis as required.
- Annual preparation of budgets in consultation with Senior Management and the Services Manager. Monitor actual results on a monthly basis and prepare monthly management information reports for the Service Manager and the Board of Directors.
- Develop and review control procedures over all income and expenditure, staff time and payroll.
- Hold responsibility for all cash flow management.
- Manage SAGE accounting system for the Association and work with payroll staff on same.
- Continuously work to control and manage the overheads of the Association bringing ideas to the Service Manager and/or Board on ways to improve.
- Ensure the monitoring, controlling and reporting on Capital projects and grant claims. Annual preparation of capital budgets and reviewing against actual results.
- Ensure that a credit management programme is in place and complied with.
- Oversee the annual renewal of insurance policies and annual membership fees ensuring the best renewal rates have been achieved.
- Oversee dealings with suppliers, payments and making sure paperwork is kept up to date and all queries are communicated and chased up for credits within a reasonable timeframe
- Adhere as directed with any reviews/reports on the Association and requirements of any such review.
- Prepare & submit the Wage Cycles on Welfare Partners.
- Hold responsibility for financial monitoring and reporting of the Community Employment Scheme.
- Review and sign off on weekly Community Employment Scheme wages.

General

- Ensure compliance with the Data Protection Act in respect of all areas of work under your control especially in relation to the IT function.
- Manage the Finance Team.
- Establish and maintain working relationships with professional colleagues from other disciplines and within the finance team.
- Maintain good relationships with other statutory and non-statutory agencies.
- To keep informed of developments within Finance professions and to promote their positive application.
- To attend meetings/courses as requested by the Services Manager.

Health & Safety

- Make oneself aware of the Association's duties and the employee duties under the Safety, Health & Welfare at work legislation.
- To ensure fire and safety precautions are implemented and maintained.
- To ensure adequate knowledge of emergency action and plans.
- Report any faulty equipment/fittings.
- Ensure that all accidents/incidents are reported to the Services Manager and documented accordingly.
- To attend mandatory & relevant Training as required.

GENERAL

The job requirement is defined by the job goal above and accordingly this is not an exhaustive list of the duties and responsibilities. Therefore, this job description may be revised from time to time to take account of any change in requirements of the position or any other duties as may be assigned by the Services Manager.

CONFIDENTIALITY

In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of clients or staff or other centres business. Such records and information are strictly confidential. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them.