

Finance Manager- Job Description

Title:	Finance Manager
Location:	Epilepsy Ireland Head Office, Crumlin, D12. Hybrid working policy in place.
Travel:	Limited/ Rare
Hours of Work:	35 hours per week
Reporting to:	CEO
Terms:	Permanent post Salary €60k p.a.

The Organisation

Epilepsy Ireland was established in 1966 and is the national organisation working for people with epilepsy and their families. Our vision is to achieve a society where no person's life is limited by epilepsy. Our work encompasses:

- Information, training and support services for people with epilepsy and their families, delivered from head office in Dublin and 10 regional offices
- Education and training for health professionals
- Raising awareness and improving public understanding of epilepsy
- Advocating on behalf of people with epilepsy
- Funding and supporting epilepsy research

See www.epilepsy.ie for more information on the organisation and our activities.

The Role

Epilepsy Ireland currently has a vacancy for the role of Finance Manager. The Finance Manager reports to the CEO and is a key member of the Head Office Management team, responsible for all aspects of the organisation's financial management and deliverables.

The successful candidate will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements. This position involves tight deadlines and a multitude of accounting activities including general ledger preparation, budgeting and forecasting, monthly management accounts, year-end audit preparation; and financial reporting to funders & other stakeholders.

Key Responsibilities

Key responsibilities of this role will include but are not limited to:

- Preparing monthly management accounts including income and expenditure accounts, balance sheet and forecasts detailing the comparison to budget and prior year accounts.
- Preparing annual financial statements for audit in accordance with Charities SORP/ FRS102 and liaising with the auditors to ensure that the audit is completed in a timely and efficient manner.
- Completing annual budgeting process in conjunction with the CEO and management team.
- Preparing & processing payroll, PAYE/PRSI returns to Revenue, pensions and Electronic Funds Transfer (EFT) transfers to staff bank accounts.
- Completing financial returns to HSE and other funders, and regulatory bodies.
- Supervising accounting aspects of fundraising and income generating activities (including training income) and ensuring monthly reconciliations are completed.
- Maintaining and updating effective financial procedures and internal controls for the organisation and ensuring all staff are aware of relevant procedures.
- Maintaining effective electronic accounting systems (Exchequer).
- Managing cash flow and deposits, and ensuring that financial and business risks are appropriately mitigated.

- Processing monthly sales invoices as reviewing Aged Debtors regularly.
- Processing and analysis of invoices and payments in line with procedures.
- Processing and analysis of incoming payments including grants, fundraising and other income; preparing bank lodgements.
- Completing bank reconciliations.
- Managing leases, contracts and fixed assets.
- Recommending and implementing cost-reduction measures.
- Assisting where required with the preparation of funding applications and reports.
- Acting as the main point of contact for all financial queries.
- Keeping informed of relevant changes in legislation; charity regulation and governance requirements.
- Working with the CEO and board to ensure full, ongoing compliance with the Charities Governance Code and the Charities Institute 'Triple Lock' Standard.
- Attending and reporting at Finance & Audit Sub-Committee meetings.
- Participating in management meetings and strategic/ operational planning.
- In addition, general responsibilities will include:
- Developing and maintaining an understanding of and commitment to Epilepsy Ireland's mission, values, objectives and the needs of our service users.
- Adhering to Epilepsy Ireland's policies and procedures.
- Maintaining appropriate confidentiality at all times.
- Upholding the reputation of the organisation and representing it in a professional manner.
- Ensuring all people are treated with respect in the course of your work
- Participating in relevant training and development activities as agreed with CEO.
- Participating in Epilepsy Ireland's performance management system and engaging in supervision and appraisal.
- Remaining vigilant of any Health, Safety and Welfare risks in the workplace and bringing any concerns to the attention to the Health & Safety Officer.
- Undertaking such other duties as might be reasonably assigned from time to time.

The above is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed in line with the organisation's needs.

The Person

The successful candidate must be able to demonstrate:

- A professional accountancy qualification & member of a recognised accountancy body.
- A minimum of 3 years' experience in a similar role.
- Experience of producing monthly management accounts and bank reconciliations.
- Knowledge of computer based financial accounting systems and software such as Exchequer, Sage or similar.
- Experience of producing periodic and annual forecasts and budgets.
- Experience of end of year accounts and liaison with auditors.
- Experience of computer-based payroll systems.
- Strong leadership skills and strategic capabilities.
- A high degree of analytical, conceptual, problem solving and numerical skills.
- Highly-developed organisational, communication, negotiation, relationship management and interpersonal skills.
- Ability to be flexible, hands-on, to respond positively to change, to work effectively under pressure and deal with conflicting priorities.
- Evidence of being self-motivated with the ability to work independently and as part of a team.

Ideally, the successful candidate should also be able to demonstrate the following:

- Evidence of financial management experience in the NGO/ charity sector.



- Knowledge and experience of working with the Statement of Recommended Practice (SORP) for charities.
- Knowledge and experience of the regulatory and compliance environment in which charities operate; or a track record of working within other regulatory/ compliance frameworks.

Terms and Location:

The post is a full-time, permanent contract subject to a probation period of six months.

The role is based at Epilepsy Ireland's head office at 249 Crumlin Road, Crumlin, Dublin 12, D12 RW92. The organisation operates a hybrid working policy and will support employees in working remotely for up to 60% of their working hours.

The salary for the role is €60,000 p.a.

Non-pay related benefits include:

- Annual leave - 22 days
- Defined Contributions Pension (10% employer contribution) on completion of 6-month probation.
- Death in Service following 6-month probationary period.
- Continuous professional development opportunities.
- Time in Lieu for any occasional evening/ weekend work.

The role will be subject to Garda vetting, qualifications and reference checks.

Applications:

Epilepsy Ireland has appointed Morgan McKinley as their recruitment partner for this role and all applications should be made via Morgan McKinley.

Applications must include:

1. A cover letter outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements of the position of Finance Manager;
2. A comprehensive CV clearly showing your relevant achievements and experience in your career to date.

Please send your Cover Letter and CV to epilepsyireland@morganmckinley.com, using Reference 202208 in the subject line.

If you have any enquiries, please contact Leanne Barrett **01 4485674** or contact the email address above.

The closing date for applications is 5pm on **Monday 23rd May 2022**.

By applying to this Epilepsy Ireland position, you consent to Morgan McKinley contacting you as recruitment partner on behalf of Epilepsy Ireland. When Morgan McKinley contacts you on behalf of Epilepsy Ireland it will be acting as a data processor and the Epilepsy Ireland privacy policy [here](#) shall apply. If you have any specific privacy related questions, please contact privacy@morganmckinley.com.

No enquiries or canvassing should be made directly to Epilepsy Ireland.

Epilepsy Ireland is an equal opportunities employer.