

# Finance Manager

## Job Description

The Finance Manager is responsible for ensuring the adequacy of all financial administration systems, thereby ensuring that the Project is both efficient and fully accountable in its use of financial resources. Supported by a Finance Officer and Finance Assistant s/he will support the Director, the Audit Committee and the Management Committee by providing financial management information. S/he will also ensure that the reporting requirements of the Project's funders are fully and promptly met.

The Finance Manager will have with particular responsibility for ensuring that SHEP complies with all statutory financial regulations, accounting standards, Company Law and specific funding provider requirements. A key part of the role is ensuring that appropriate financial reports are produced, using the SAGE 50 Accounts Package, so that all the necessary appropriate financial monitoring information is generated for the Director, the SHEP Management Committee and the Project's auditors.

### Specific responsibilities

#### Salaries & Staff Payments

- Preparation of Monthly Payroll and all related revenue returns, including reconciliation of salary and **pension payments**.
- Ensure that staff salary, tax, PRSI and pension payments (PRSAs) are made in accordance with agreed protocols.
- Receive, check and prepare payments for all **travel and subsistence claims** in accordance with agreed protocols.
- Maintains an accurate record of annual and **sick leave taken by Project staff**.

#### Books of Account

- Maintain proper books of account on an ongoing basis.
- Prepare monthly statements of account for each of the Project's bank accounts, detailing income and expenditure, expenditure analysis and bank reconciliation.
- Preparation of monthly financial reports for management committee. Reports are due by the 17<sup>th</sup> of each month for review by the Project Director, prior to issue to the Management Committee (usually the last Thursday of each month).
- Apportion **and 'charge-back' monthly expenditure** to each of the respective Project bank accounts.
- Prepare quarterly and other financial returns as required by the **Project's funders**.
- Ensure that the Company's audited accounts and other required documents are submitted to the Companies Office in a timely manner.

- Ensure that members of the Management Committee and Audit Sub-committee receive financial reports in a timely manner.
- Ensure that all essential financial records held on computer are protected and backed-up in accordance with agreed protocols.

#### Preparation of Annual Financial Statements.

- Preparation for Annual Financial Statements.
- Ensure Annual Return is filed to the Companies Registration Office before the due date each year, and any changes of officers in the company are notified promptly to the Companies Registration Office.

#### Budgets

- Preparation of the Annual Budgets, in liaison with Project Director.
- Monitoring of Annual Budgets.

#### International Partnership

- Specific responsibility for the administration and recording of the Civil Society Fund grant to Sahakarmi Samaj & financial support.

#### Management Committee

- Monitor membership and ensure vacancies are identified.
- Maintain an accurate record of the membership and Company Directors.
- Take minutes of meetings

#### Erasmus Plus

- Ensure proper administration and project management of any KA2 projects.

#### Other

- Maximisation of the use of SAGE 50 Accounts system within the Finance Department.
- Preparation of specific financial returns for the Project's funders and statutory bodies, before the agreed deadlines – and resolution of all queries.
- Assisting with the Annual (quality assurance) Review of the Project's financial control systems and supporting and documenting the implementation of any necessary policy/procedure changes.
- ensure that the all necessary insurances are in place to cover the Project's work in all its aspects, as well as its premises and equipment.
- maintain an accurate inventory of office and other capital equipment.
- Attending monthly meetings of the Finance Department
- Attending quarterly meetings of the Audit Committee and take minutes
- Preparation of specific reports as required from time to time by the Project Director and/or Project departments
- Monitor the Project's bank accounts on a regular basis on Business 24 including VISA and Petty Cash
- Maintaining Bank Signatories and Business24 Users
- Arrange for standing orders/Direct Debits to be established as required by the Director.
- Monitoring the VISA Card
- Deposit Account Renewal
- SHEP Bursary – annual set up and return to Revenue

#### Support & Supervision

- Oversee the work of the Finance Officer and Finance Assistant
- The post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

			01-Mar-23	October 2023
<b>SHEP SCALE D</b>	1		45,263	46,055
<i>Based on PQSW (1-5)</i>	2		48,463	49,311
	3		50,109	50,986
	4	Top of Scale	52,480	53,398
	5	LSI	<b>54,861</b>	<b>55,821</b>