

## Senior Financial Officer (Maternity Leave Cover)

**Contract:** 2<sup>nd</sup> July 2018 to 31<sup>st</sup> May 2019 on a full-time basis (37.5 hours per week)

**Based:** Kells, County Meath

**Salary:** €40,000 to €45,000 – negotiable and subject to experience.

Apply with CV and Letter of Application to [info@meathpartnership.ie](mailto:info@meathpartnership.ie) by 5pm on Wednesday 6<sup>th</sup> June 2018. Late applications will not be considered. Shortlisting will apply. Enquiries to [jennifer.nolan@meathpartnership.ie](mailto:jennifer.nolan@meathpartnership.ie)

### Job Purpose

The Senior Financial Officer, working as part of a small and dynamic management team, will oversee, manage, administer, and report on company expenditure across a range of National and EU programmes and associated cost centres.

### Job Responsibilities

Reporting to the Programme Manager and CEO, the Senior Financial Officer will have the following responsibilities, to:

- Implement and maintain financial management systems for all Company finances and to manage programme budgets in line with financial guidelines and regulations, this includes:
- Financial administration and processing of all company expenditure, salaries, costs and overheads in line with our approved apportionment policy
- Liaise with and respond to suppliers, clients and funders as required
- Prepare monthly bank reconciliations and VAT returns
- Work with the Company Administrator in terms of procurement of goods and services
- Timely and accurate updating of our in-house financial management software system i.e. Quick books
- Payroll management and administration ensuring timely returns to Revenue
- Lodge cash/cheques and manage online banking including online payments and transfers
- Collate all company expenditure and produce monthly financial reports and budget analysis for presentation at FAC Subcommittee and Board Meetings
- Report financial expenditure to all our funders and Departments on a monthly, quarterly and annual basis, as required, through dedicated IT reporting systems
- Produce monthly financial management reports and cashflow projections in line with allocated budgets for management meetings
- Review company expenditure on a quarterly basis and adjust annual budgets accordingly
- Complete six monthly financial reports for all EU Projects and liaise with partners re: same.
- In conjunction with the CEO, improve financial controls within the company
- Assist with procurement and risk management processes
- Attend all Board and FAC meetings
- Liaise with Company Auditor to support the preparation of Annual Audited Accounts
- Complete interim and final financial reports for all EU Projects
- Liaise with the EU Commission regarding requests for information etc.

### Essential Criteria

- A relevant 3<sup>rd</sup> level qualification in business, accountancy, financial management or equivalent **AND**
- 5 years professional experience in a similar role

### Personal Specification

- Strong analytical, organisational and administration skills
- Excellent time management skills and adherence to deadlines
- Attention to detail essential
- Ability to work on own initiative to produce high quality and reliable financial reports
- Excellent IT skills, particularly in Excel & MS Office Packages
- Relevant general accounting experience; with sound debit and credit comprehension and reconciliations experience
- Previous experience in financial control would be an advantage
- Strong working knowledge of accounting software packages; Quickbook and Collsoft preferable
- Knowledge of reporting on national and EU programmes highly desirable
- Comfortable working in a multi-functional and fast-moving environment

### Terms of Employment

1 x full-time position (maternity leave cover) is available working 37.5 hours per week. This position is subject to Garda Vetting in line with Meath Partnership policy.

Leave: The annual leave entitlement is twenty (20) days per annum, pro-rata for shorter periods. Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997. Meath Partnership closes for five (5) days at Christmas; this time is additional to the annual leave entitlement detailed above. ***Meath Partnership is an Equal Opportunities Employer.***