



St Cronan's Association CLG

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

JOB SPECIFICATION

- Job Title:** **FINANCE MANAGER**
- Reporting To:** Services Manager/Board of Directors
- Liase With:** Relevant Community Health Areas (CHO's), Government Departments, External Auditors & accountants, other services/organisations, Service Manager, Board Members as required, colleagues, service users & others.
- INITIAL HOURLY:** 35 Hours per week (9am to 4.30 pm with half hour lunch).
- CONTRACT PERIOD:** Permament Post following successful completion of 11-month Probation.
- COMMITMENT:** 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.
- LOCATION:** St. Cronan's Association CLG, Grange, Roscrea, Co Tipperary.
- Job Goal:**
To manage the Finance functions in St Cronan's Association CLG 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.
- Details of Service**
St Cronan's Association provides day supports to 140+ adults with intellectual disability through our centres in Roscrea, Birr and Nenagh.
- Reporting Arrangements**

The post holder will report wholly to the Services Manager and to the Board of Directors as required. They will be expected to support the middle management of the organisation and discuss queries as they arise with staff members.

Essential Skill or Competencies

Managing and Delivering Results

- Strong results focus and ability to achieve results through collaborative working.
- Strong personal emphasis on achieving high standards of excellence and willingness to take personal responsibility to initiate activities and drive objectives through to a conclusion.
- Self-motivation and an innovative approach.
- Excellent planning, organisational and time-management skills including the ability to work to tight deadlines and operate with multiple competing priorities.

Evaluating Information, Problem Solving & Decision Making

- The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.
- A capacity to recommend solutions on a proactive basis.
- Flexibility, problem solving skills.
- Capacity to anticipate problems and to recognise when to involve other parties at the appropriate time and level.

Teamwork

- The ability to work both independently and as part of a team.
- The ability to achieve results through collaborative working.
- A capacity to operate successfully in a challenging operational environment while adhering to quality standards.
- Enthusiasm for new work practices.
- The ability to interact in a professional manner with other staff and key stakeholders.

Communication & Interpersonal

- A track record of building and maintaining positive relationships with key stakeholders
- Effective communication and interpersonal skills including the ability to present information in a clear and concise manner.
- The ability to present information in a confident and logical manner.
- Exceptional written, oral, and presentation skills.

Eligibility Criteria/Qualifications and/or Experience

1. Professional Qualifications, Experience, etc

(a) Essential

- Full or part qualified accountant (CIMA, ACCA, ACA OR CPA, or qualified ATT) with strong financial management experience.

(b) Essential Experience.

- At least two years' experience of preparing financial reports to include income and expenditure, balance sheets and cash flow forecasts.
- Proficient in financial accounting and reporting, including external statutory reporting and audit.
- Use of financial accounting software e.g. SAGE.
- Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.
- Experience in Office Administration.

2. Character

Candidates for and any person holding the office must be of good character.

Garda Vetting

In accordance with the Organisations policy Garda Vetting will form part of the selection process. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Organisations requirements in this regard will be excluded from the competition.

Other requirements specific to the post

- Possess detailed knowledge of payroll processing.
- Knowledge of income tax regulations, ROS and EFT processes.
- Evidence of ability to identify areas / processes for improvement.
- Excellent IT skills and proficiency using the MS Suite.
- Proven ability to diagnose and resolve issues.
- High attention to detail and proven analytical skills.
- Highly organised, detail-orientated, possessing the ability to effectively prioritise projects and deliverables while meeting required deadlines.
- Strong interpersonal skills, collaborative, responsive and transparent work ethic.
- Experience of managing and delivering multiple concurrent pieces of work.
- Ability to operate with a high level of integrity, confidentiality, diplomacy and professionalism.

Terms and Conditions of Employment

1. Tenure

The appointment is a permanent post following successful completion of 11-month probation.

2. Remuneration

The salary scale for the post is aligned to Clerical Scale Grade VII of the Health Service Executive Consolidated Scales 1/10/2022.

Incremental credit may be granted in respect of previous service in a similar grade in the Health Service and other public service bodies or agencies, in Ireland or abroad.

Working Week

The standard working week applying to the post is: 35 hours delivered on a Monday to Friday basis. Flexibility on hours of attendance in consideration of service needs is required.

Annual Leave

The annual leave entitlement is 21 working days per annum plus 2 flexi days pro rata. Annual Leave will increase to 23 days following successful completion of 11-months' probation.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

Terms of Employment

All persons employed will be required to sign a contract of employment, which will set out the terms and conditions of the employment.

Probation

Employment will be probationary for the first 11-months. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Organisation has certified that their service is satisfactory.

Sick Leave

As per the Organisations Sick Leave Policy available from the Services Manager.

Pension Scheme

Eligible for entry to the National Federation for Service Providers Pension Scheme administered by St. Cronan's Association.

Employer contribution: 7% made up of 6.35% Pension & 0.65% Life Assurance.

Employee contribution: 5%.

Confidentiality

In the course of employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of service users and/or staff, or other health service business.

Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, service users or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

GDPR

The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to service users' records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Organisations Confidentiality Policy.

Training and Health & Safety at Work Act

The post holder is obliged to fulfil mandatory training requirements in line with this post.

All staff must comply with all Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, service users and visitors.

Children First Act

You are required to comply with the Children First Act 2015. It is a requirement of this post that you complete the HSE Land training in relation to Children First and any other training the Organisation deems appropriate in this regard.

Adult & Child Safeguarding

The post holder must comply with all relevant statutory safeguarding requirements and undertake training as necessary.

Open Disclosure

You are required to comply with the requirements of the National Policy on Open Disclosure and take part in reviews and investigations when required.

Termination of Employment

Four weeks notice in writing, on either side, except in circumstances where the Organisation is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her

office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office.