

IMMIGRANT COUNCIL OF IRELAND

The Immigrant Council of Ireland (ICI) is a non-governmental organisation and Independent Law Centre which provides information, advice and legal representation to migrants and their families moving to or living in Ireland. The ICI's aim is to directly assist migrants in navigating the Irish immigration system and, in turn, the ICI uses its experience and expertise to lobby for positive policy and legislative changes within the immigration system and associated areas.

The Immigrant Council of Ireland is currently seeking applications for the following position:

JOB DESCRIPTION

Title of position:	Finance Manager
Part time:	4 days per week (28 hours), hours may be worked over 5 days
Annual Salary:	€45k to €55k (pro-rata for 28 hrs - €36k to €44k pa)
Contract:	Specific purpose contract Maternity Leave Cover
Reporting to:	CEO
Location:	2 St Andrew St, Dublin 2
Start Date:	Aug 2017 (or latest 1 st Sept 2017 if available for handover/training in July/early August)

Closing date for applications: 5pm, Friday 16 June 2017

Purpose of the job:

The Finance Manager will be responsible for the financial management and company secretarial function of the organisation. In addition, the role will involve working with the CEO and staff to assist in the development of the funding position of the ICI.

Key areas of responsibility:

Financial Management:

- Ensure the proper maintenance of the financial books and records of the ICI and the presentation of annual accounts for audit in compliance with recognised current accounting standards and SORP.

- Presentation to ICI Governance & Finance Committee and Board of the management accounts and other financial management information and projections as may be required from time to time.
- Financial management of grants and funding streams of the ICI including preparation of budgets for funding applications, financial reporting for grants, and any other tasks required for effective financial management
- Ensure proper financial controls and systems are in place throughout the ICI.
- Manage all banking arrangements.
- Manage payroll and other payment systems.
- Supervise accounting staff within the ICI.
- Member of the senior management team in the continued development of the ICI's strategy and business plan.
- Liaison with the Charities Regulatory Authority, and perform any other duties as assigned by the CEO and/or Board of Directors.
- Ensure compliance with relevant tax legislation

Development of ICI Financial Capacity:

- Work with the CEO, staff and board to assist in the development of the funding capacity of the ICI.

Company Secretarial Function:

- To ensure the ICI complies with all relevant statutory and regulatory requirements.
- To ensure that the ICI conducts its affairs in accordance with the Memorandum and Articles of Association and all applicable laws and regulations.
- To participate in meetings of the Governance & Finance Committee, the Funding Committee, and the Board and take Minutes.
- To maintain all statutory and other records of the ICI in a secure manner and to ensure that all necessary filings are made within time limits.

- To develop and implement processes to promote and sustain good governance for the ICI.
- Audit & Risk: Undertaking risk management duties, advise and participate at Board Committee level
- To administer the ICI's pension scheme in conjunction with the external Trustee.
- To administer, in conjunction with the CEO, the ICI's insurances and ensure that all identified risks are adequately insured.

The support the job receives:

The CEO will support the post holder through regular support and supervision. The Treasurer on the Board of Directors will provide a supportive, monitoring role in relation to the Finance Function. The Governance and Finance Committee will provide further support and advice through regular meeting prior to the Board meetings.

Essential skills and attributes:

- Professionally Qualified Accountant ACA/ACCA/CIMA/CPA
- Strong corporate governance knowledge
- High degree of analytical, conceptual and problem-solving skills
- Strong communication, negotiation, relationship management and interpersonal skills
- Strong IT skills
- Empathy with organisational goals

Desirable skills and attributes

- Experience in the non-profit sector
- Knowledge of SORP accounting
- Experience of the financial management of grants
- Experience in European Commission funding/projects

HOW TO APPLY

A letter of application along with a full CV should be sent by way of email only to admin@immigrantcouncil.ie with subject: Finance Manager Maternity Leave Cover.