

Job Title:	Senior Finance Specialist
Location:	Ringwood Office, Damastown Close, D15
Reports to:	Finance Manager
Hours:	35 hours per week (with flexibility to work over 4 days)
Purpose:	To embrace the vision, mission and values and provide support to Coolmine Services.
Job Type:	Permanent Contract
Salary:	€41,000 per annum.
Contact Email:	Justinah.bello@coolminetc.ie
Application Ref.	DU-SFS0421

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women with problematic substance use and their families in Ireland. Established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

We now have a vacancy for Senior Finance Specialist. The successful candidate will report to the Finance Manager and this will be a key role to ensure the effective running of the head office Finance team.

Role Responsibilities: (Include, but not limited to)

- Work as part of the team in the Head office, ensuring service users are treated with respect at all times.
- Maintain professional and personal boundaries
- Ensure all Health and Safety regulations and standard operating procedures relating to fire procedures, maintenance, critical incidents, safety and well-being of all clients and staff are met.
- Work within the policies of Coolmine Therapeutic Community in order to ensure that a consistent delivery of service, quality standards and best practice are adhered to at all time.
- Undertake other duties as and when requested by the Finance Manager.

Finance

1. Employee Expense Claims:
 - Management of the mailboxes relating to employee expense claims
 - Check expense claims for numerical accuracy & ensure appropriate approval received for each claim
 - Input the expense claims on to the Accounts IQ system, prepare payment run for review by Finance Manager.

2. Accounts Payable:

- Management of the mailboxes relating to supplier invoices\queries.
- Manage the relationship with supplier and supplier queries.
- Accurately code each invoice and post to correct account on Accounts IQ & ensure correct budget holder approvals are received for each invoice (per the Financial Policies and Procedures)
- Prepare payment run for review by Finance Manager

3. Accounts Receivable:

- Provide cover to the Finance Specialist (in periods of absence) for the following processes; New Client Financial Assessment and Sign off, Residential Contribution receipts, WAM (Walk About Money) expenditure
- Raise ad-hoc invoices in relation to Donations, Fundraising and State Funding as required and chase overdue payments on same.
- Reconcile all State Funding and Other Grant Income as directed by the Finance Manager.

4. Credit Card Management:

- Support the management of the mailbox\process around credit card requests\approval (multiple credit card accounts).
- Post credit card transactions to Accounts IQ and reconcile to the bank statements ensuring all backup receipts and approvals are on file.
- Prepare reconciliation packs for review by Finance Manager, CEO and Chairman of the Board.

5. Payroll Administration:

- Manage the mailboxes relating to employee payroll instructions and queries for multiple Coolmine sites nationally ensuring timely response to each request.
- Ensure the payroll hours\instructions for the bi-weekly payroll are collated by the deadline every second Monday morning and sent to our outsourced payroll provider in a timely manner.
- Ensure all new starters, movers and leavers are captured accurately to the correct Cost Centre for each payroll
- Checking and approving the work of the outsourced payroll provider for accuracy.
- Ensure any payroll adjustments are filed accurately and approvals are in place.
- Accurate filing of all payroll reports for audit purposes.
- Complete the payroll journal for review by the Finance Manager. Posting of same to Accounts IQ.

6. Fundraising:

- In conjunction with the Fundraising Executive, count and prepare lodgements of monies received from church collections\one-off donations\corporate donations.
 - Post Fundraising (standing orders\church collections\one-off donations\corporate donations) to the Accounts IQ system and reconcile the fundraising bank account.
7. General Ledger:
- Reconcile monthly Income and Expenditure of assigned cost centres\sites.
 - Prepare monthly Income and Expenditure accounts for assigned Coolmine locations for review by the Finance Manager (should be comfortable with Accruals, Prepayments etc).
 - Control Account and Deferred Income reconciliations for assigned sites.
 - Bank reconciliations (multi bank accounts).
 - Support the Finance Manager in the monthly management accounts process.
 - Support the Finance Manager in implementing and promoting a strong control environment across the organisation.

Administration and Reception

- Effectively implement work plans.
- Provide cover for the Ringwood Receptionist (in period of absence), answering phones, opening gate, receipting goods etc.
- Keep records pertinent to the post and observe professional standards ensuring confidentiality of records and security of same.
- Provide reports and statistics as requested.
- Participate in ongoing evaluation and in initiatives to improve the quality of all aspects of the Finance Function.
- To carry out a range of routine clerical activities such as sending out routine replies, photocopying, fax dissemination, typing letters, reports and minutes of meetings and other such duties, when requested by the management.

Person Specification

Competencies

- Part-Qualified Accountant at finalist stage with a recognised Accountancy body (ACA, ACCA, CIMA etc). Will also consider a strong Accounts Technician.
- Experience using MS Excel (Intermediate), MS Word and Outlook.
- Demonstratable ability with the double-entry system for bookkeeping (debits and credits, accruals, prepayments etc).
- Experience with standard online Accounting software (Accounts IQ preferable)
- Experience setting up and maintaining both manual and computerised filing systems.
- Proven analytical and numerical skills and attention to detail.

Knowledge & Skills

- Has excellent communication and listening skills.
- Enjoys working with people, is approachable, and demonstrates warm and friendly mannerisms.
- Is clear and explicit about professional and personal boundaries.
- Clear written and verbal communication skills
- Have a “can do” attitude and a positive solution focused approach to problem solving and conflict resolution.
- Uses assertive behaviour, demonstrating dignity and respect for self and others at all times.
- Is open to appropriate challenges and confrontation from clients at the required time and place and is open to feedback and appraisal from colleagues and management.
- Capacity to work effectively under pressure
- Committed to meeting the needs of excluded and marginalised people.

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter to Justinah Bello, HR Manager at justinah.bello@coolminetc.ie. Please quote this application reference **DU – SFS0421**.

The closing date for applications is **12noon on 30th April 2021**.

Coolmine Therapeutic Community is an equal opportunities employer.