

<b>Job Title:</b>	Finance and Procurement Manager
<b>Location:</b>	Ringwood Office, Damastown Close, D15
<b>Reports to:</b>	Head of Finance
<b>Hours:</b>	35 hours per week (with flexibility)
<b>Purpose:</b>	To embrace the vision, mission and values and provide support to Coolmine Services.
<b>Job Type:</b>	(Full Time) Permanent Contract
<b>Salary:</b>	€55,000 per annum.
<b>Purpose:</b>	To lead and manage the day to day finance function in Coolmine in a manner that meets organizational standards and targets.
<b>Contact Email:</b>	<a href="mailto:Justinah.bello@coolminetc.ie">Justinah.bello@coolminetc.ie</a>
<b>Application Ref.</b>	HR/DUB/FLM/FINM/0522

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 Finance & Procurement Manager. The successful candidate will report to the Head of Finance to lead and manage the day to day finance function in Coolmine in a manner that meets organizational standards and targets.

**Role Responsibilities: (Include, but not limited to)**

**Management Accounting**

- Prepare monthly management accounts for Head of Finance including:
  - Monthly deferred income calculation
  - Balance Sheet
  - Cash flow statement
- Attend and present management accounts at Management Team meetings
- Preparing Budgets on an annual basis and forecasts on a quarterly basis
- Perform and document monthly ledger reconciliations in particular, net wages, PAYE, pensions and advances.
- Perform and document Bank reconciliations.
- Ensure monthly integration of Community Employment Scheme accounts into Coolmine accounting records
- Support Team Leaders and Managers in local financial management

### **Audit & Analysis**

Ensure implementation and operation of internal controls and ensure these are being adhered to :

- Supervision of Accounts Payable including input of purchase invoices, payment generation and ensuring creditors are reconciled on a monthly basis and that required documentation and authorisation is present
- Assist in the preparation of statutory accounts in SORP format
- Oversee year-end statutory audit and active participation in internal audits
- Supervise Department of Social Protection and HSE audits
- Ensure adherence with Capitalisation policy including maintenance of asset register & small valuables register.

### **Supervision of staff**

- Management of staff assigned to the Finance function of Coolmine.
- Provide support, supervision and necessary training

### **Funding**

- Prepare and submit funding reports in relation to Probation Service, HSE, Task Forces and other grant income received to set deadlines
- Handling queries from funders in a timely manner
- Ensuring up to date records are kept in relation to funder and other cash inflows
- Prepare monthly reconciliation with fundraising administrator to ensure accuracy of all records
- Ad hoc costing/business case modelling as required to support funding applications and preparation of business cases
- Submit Financial Return to Charity Regulator

### **Procurement**

- Providing advice on procurement e.g. planning, tendering and using government framework agreements;
- Provide support to ensure procurement procedures meet the Public Procurement requirements and comply with EU and National Procurement Rules;
- Provide support in the development and implementation of the procurement plan, ensuring that the applicable financial and procurement policies and procedures are followed;
- Actively support Management Team to assess value for money on expenditure; in particular clients and facility costs, such as, maintenance, training, food, and H&S

### **Policies**

- Developing, monitoring and proposing revisions to financial and procurement policies, practices and procedures, to meet the evolving needs of Coolmine.

### **Payroll**

- Check and agree Payroll reconciliation.

### **General**

- Identify improvements to all financial processes on a regular basis
- Complete annual review and update of written financial procedures.
- Adhere to Coolmine's Health & Safety processes and procedures
- Ensure procedures are communicated to managers and monitor their operation in practice.

- Support Finance Administrator in control and monitoring procedures in relation to client payments.
- Undertake/assist with any projects as identified by line manager
- Undertake any other duties as may be assigned from time to time

### **Person Specification**

#### **Education:**

- Third level degree and completed accountancy exams (ACCA/CIMA/ACA)

#### **Desirable:**

- Knowledge of not for profit sector
- Knowledge of procurement regulations

#### **Experience/Knowledge**

- Minimum of 2 years' experience in accounts/audit
- Ability to work with a high professional ethic and identify with the work of Coolmine

#### **Competencies**

- Ability to support the management of change and be responsive to evolving organizational change.
- Strong IT skills- excellent knowledge of Microsoft Excel, Word and Standard Accounting software packages
- Skills to help motivate and develop staff to deliver quality service
- Effective Team Working and supervisory skills
- Excellent communication, interpersonal skills and client interfacing skills
- Excellent organizational skills
- Experience in working and meeting multiple deadlines
- Capacity to work effectively under pressure

#### **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](mailto:justinah.bello@coolminetc.ie). Please quote this application reference code HR/DUB/FLM/FINM/0522

The closing date for applications is **5pm on Friday 27<sup>th</sup> May 2022.**

**Coolmine Therapeutic Community is an equal opportunities employer.**