

Job Title:	Finance Manager
Location:	Coolmine Head Office, Dublin
Reports to:	Head of Finance and Support Services
Hours:	35 hours per week
Job Type:	Full-Time
Salary:	Depending on Experience.
Purpose:	To lead and manage the day-to-day finance function in Coolmine in a manner that meets organisational standards and targets.
Contact Email:	hr@coolminetc.ie

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.

Role Responsibilities: (Include, but not limited to)

Management Accounting:

- Prepare monthly management accounts including:
- Monthly deferred income calculation.
- Balance Sheets.
- Cash flow statements.
- 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.
- 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:
- 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

Supervision of staff

- 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.
- 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.

Policies

- Developing, monitoring and proposing revisions to financial and procurement policies, practices and procedures, to meet the evolving needs of Coolmine.
- Ensure adherence with Capitalisation policy including maintenance of asset register & small valuables register.

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 Coolmines 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.

Core Competencies and Performance

- Ability to support the management of change and be responsive to evolving organisational 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 organisational skills.
- Experience in working and meeting multiple deadlines.
- Capacity to work effectively under pressure.

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

Application Process:

Interested candidates who meet the Person Specification requirements should send their cover letter, CV to Dylan Murphy, HR Administrator at hr@coolminetc.ie

Deadlines for applications is on the 20th of June 2023.

Please quote this application reference code HR/DUB/ELT/FNCM/0623

Coolmine Therapeutic Community is an equal opportunities employer.