

Boyle Family Resource Centre Are recruiting a

Finance Officer

Overall Purpose of the post

To provide effective and efficient financial administration, to ensure compliance with all requirements and manage all the tasks and duties required to ensure the smooth day to day running of Boyle FRC and act as overall support to the work of the Family Resource Centre.

Hours of Work

- The is a part time permanent post with flexibility, initially 21 hours per week. (subject to adequate & sustainable funding)
- The hours of work will be determined by the staffing needs of the Centre and determined by the manger and Board. The Finance Officer will be expected to be flexible in relation to evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.
- The contract is subject to continued funding by Tusla (Child and Family Agency).
- A nine-month probation period will apply.

Accountability

- The Finance Officer will be responsible to the Manager and to the Voluntary Board of Directors.

Confidentiality

- The Finance Officer will observe confidentiality at all times in relation to Centre business.

Salary

- The salary will be commensurate with qualifications and experience and will not be less than €50,202 prorata per annum.
 - (The salary for a 21-hour week will be €30,121.20)
 - HSE Grade V Clerical worker salary scale)

Holidays

- The annual leave year runs from January 1 to December 31. Your annual leave entitlements shall be twenty-five days over a twelve-month period,(prorata) this leave includes days during shut down period of one week in August and two weeks at Christmas/New Year.

Garda Vetting

- The position is subject to the completion of a satisfactory Garda Vetting process.

Experience and Knowledge

- **Essential**

- An Accounting qualification or Accounting Technician qualification or equivalent.
- Previous demonstrated work experience of at least 3 to 5 years in a similar role is required
- Be an experienced user of accounting software packages
- Have excellent IT skills and knowledge of computer packages including excel, outlook and PowerPoint.
- Have experience of managing multiple funding streams and reporting to funders and dealing with funder audits and queries
- Experience and ability to maintain an efficient and accurate accounts system, including preparation of management accounts, invoicing, credit control, and bank reconciliations (Sage or similar)
- Knowledge and experience of using payroll and ROS
- Proven experience of preparing accounts and preparation of annual audit file.
- Proven experience of liaising with the Company Auditor and ensure annual accounts are prepared to SORP Charities Audit Standard.

- **Desirable**

- A good understanding of the financial requirements of state funders.
- Experience in the not-for-profit sector paid or voluntary
- Providing Financial Reports to a Voluntary Board of Management/Senior Managers.
- An understanding of the work of Family Resource Centres (FRC)

To apply please send CV and cover letter to be received by Boyle FRC no later than 1pm Friday 4th April 2025

- **Email**

- recruitment@boylefrc.ie stating position you are applying for and your name in the subject line.

- **Post**

- Recruitment, Boyle FRC, Boyle, Co. Roscommon

Shortlisting will take place.

Job Specification

Finance and Governance

- Overall responsibility for all financial matters of the Boyle FRC
- Operate and maintain Boyle FRCs financial management software system and support the management of the organisations bank accounts and use of the online banking system.
- Process payments, income, and expenditure.
- Prepare a monthly financial report for the Voluntary Board of Directors
- Prepare budgets, multi-annual forecasts
- Support the Board, Finance sub-committee, Company Secretary, and Treasurer, and attend board and finance sub-committee meetings to support financial reporting as required.
- Support the development of the organisation's financial management accounts and statements in accordance best practice as relevant.
- Liaise with the Boyle FRCs accountants/auditors and prepare yearly accounts for audit.
- Proactively advise the Manager and Board of any financial risks to the company.
- Proactively plan for funder audits and respond to funder audit reports in a timely manner
- The implementation and compliance with the organisation's financial policies and procedures
- Support all staff in respect of budget monitoring and management, financial reporting to funders, funding applications.
- Support the manager & board to ensure Boyle FRCs financial compliance with funder requirements and attend funder meetings as required
- Administer the payroll system; make deductions, pay revenue, pensions and PRSI.
- Pay approved expenses and maintain a record of expenses and payments.
- Banking on Line and Knowledge of ROS
- Monthly Revenue Returns and yearly reconciliation.
- Experience in applying for and meeting conditions of Grant applications
- Maintain and oversee policies and procedures.
- Governance and Compliance; Development and Implementation of policies, procedures relevant to the work of the Centre; including Charity Regulator, Governance Code, GDPR
- HR knowledge and management
- Others duties as required by Manager and Board.

Office Premises

- Oversee the general maintenance of the Centre with staff team
- Ensure that the Centre is supplied with the necessary equipment and supplies
- To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or Health & Safety Officers
- Maintain records and files

General

- To ensure administrative deadlines are met
- Participate fully as a team member
- Attendance at staff meetings on a regular basis.
- Knowledge and experience of working in the Community & Voluntary Sector
- Experience of working in a busy office environment where multi-tasking is a way of working
- Perform any other duties that may be deemed necessary by the Voluntary Board of Directors and/or Manager from time to time.
- Participate in regular supervision with your line manager.
- Participate in team and staff meetings, service reviews/evaluations and contribute to the development of policy and practice within the organisation.
- Provide administrative support to the Manager and Board as required