



Title of post:	Head of Finance
Responsible to:	Chief Executive Officer
Responsible for:	Accounts Assistant (part-time 2.5 days per week)
Location:	Merchant's Quay, Dublin 8. (Hybrid model policy in place)
Role:	Part Time (21 – 25 Hours Dependent on preference)

Overall Responsibility:

As part of the overall management team the Head of Finance is responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely management accounts & year-end financial statements. This position involves tight deadlines and a multitude of accounting activities including general ledger preparation, monthly management accounts, year-end audit preparation and the support of budgeting and forecasting activities.

The current income for IMNDA is circa €2.5m - €3m annually. The Head of Finance is responsible for the support and development of the Accounts Assistant.

Main Duties / Responsibilities:

Accounting

- Preparation of Monthly Management Accounts including income and expenditure account, balance sheet and cash flows detailing the comparison to budget and prior year accounts.
- Prepare and report on monthly performance against budget / previous year including analysis of variances.
- Ensure the organisation's financial transactions are captured and posted accurately and in a timely manner.
- Manage trial balance and reconcile all balance sheet control accounts on a monthly basis.
- Manage the posting of all month-end journals including accruals and prepayments.
- Preparation and reconciliation of deferred income
- Prepare cash flows, cash forecasting as required.
- Maintain the Fixed Asset Register and calculation of monthly depreciation.



Assistance to the Chief Executive Officer and IMNDA team

- Provide financial reports to the Chief Executive Officer, Finance sub-group and Board, as requested.
- Complete the annual budgeting process in conjunction with the CEO and senior management team.
- Drive the financial planning side of the strategic planning process.
- Provide year on year statistical analysis, review trends and show areas of growth and decline.
- Make recommendations and implement approved cost-reduction measures.
- Prepare operations reports for each of IMNDA functional areas.
- Oversee the monthly outsourced payroll system and ensure all staff and revenue payments are made in a timely manner.
- Manage the Company Pension scheme, Company Insurance and Car Insurance schemes by timely payment of subscriptions and updating of records, as required.
- Complete financial returns to the HSE other funders, Companies Registration Office and the Charities Regulator as required.
- Assist with the preparation of funding applications by providing all financial information required.
- Act as the main point of contact for all finance queries

Compliance and Reporting

- Liaise with auditors to ensure the year end accounts are prepared, completed and filed in a timely and efficient manner and in accordance with Charities Financial Reporting Standard SORP/FRS102.
- To make all relevant information and explanations available to the IMNDA's external auditors and to take appropriate action in relation to relevant issues raised in the Audit Report and/or Management Letter
- Develop, maintain, and update effective financial effective procedures, processes and internal controls for IMNDA.
- Keep informed of relevant changes in legislation as it relates to charity regulation and governance requirements in respect of finance.



- Attend senior management and Finance sub-committee meetings in ensuring timely reporting and transparency in all financial matters.

Professional Development

- Attending Continuous Professional Development training as required by the Profession's governing body.
- Maintain membership of the professional body not acting in any way to void the membership and adhere to professional standards and code of ethics.

General

- Provide management support to the Accounts Assistant with responsibility for performance management review and appraisal.
- Assist with special projects as required or self-determined to enhance IMNDA fundraising capacity and programmatic objectives.
- This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of IMNDA at any time after discussion with the post holder.

Experience:

Person Specific:

- Qualified Accounting Technician or Qualified accountant
- Minimum of two to three years' experience in a similar role.
- Experience of setting and working to budgets, targets and plans.
- Experience of working as part of a team and to deadlines.
- Experience of producing monthly management accounts and bank reconciliations
- Preferable knowledge of computer based financial accounting systems and software such as Accounts IQ and Salesforce
- Experience of producing periodic and annual forecasts and budgets
- Experience of end of year accounts and external liaison with auditors
- Knowledge of computer- based payroll systems
- A high degree of analytical, conceptual, problem solving and numerical skills.



- Self-starter with initiative and drive and an ability to work independently, think creatively within a small team environment.
- Ability to be flexible, hands-on, to respond positively to change, to work effectively under pressure and deal with conflicting priorities.

Salary negotiable depending on experience

Benefits include: 5% pension contribution, 25 days annual leave (pro-rata) and payment of professional fees.

If you would like to be considered for this position, please forward a cover letter stating your suitability, along with your CV to Kevin Burn at IMNDA Ground Floor, Marshalsea Court, Merchants Quay, Dublin 8 or to kburn@imnda.ie

Closing date for receipt of applications is Wednesday 21st August 2024