

YAP IRELAND FINANCE MANAGER

Responsible to: Director of Finance

This post requires: a belief in the YAP model of strengths based, needs led services for children, young people and families. The Finance Manager is a vital member of the finance team (which also handles payroll, IT, Health and Safety and administration) and delivers an outstanding service to the organisation. This person is responsible for driving accounting, budgets, audit, bookkeeping and payroll and is responsible for all the main finance team deliverables. This person will lead a small team. The role requires a good understanding of accounting and a technical accounting base.

Qualifications: Qualified Accountant or Qualified Accounts Technician

1. Responsibilities and Tasks:

Specific areas of responsibility include:

- Coordinating, supervising and supporting the team to ensure that quality output / deliverables are delivered within the required timeframes
- Recruitment and training of finance staff
- Overseeing / preparing and issuing monthly management accounts / reports with variance analyses
- Managing weekly payroll and PRSA for 150 + employees
- Carrying out and / or assisting the team to carry out all aspects of accounting functions and processes, payroll, IT, health and safety and administration
- Managing bank accounts and credit cards
- Overseeing invoicing customers of YAP Ireland as well as carrying out credit control responsibilities
- Overseeing payment of suppliers, invoices and management of the purchase ledger
- Assist in planning, managing and delivering the annual financial audits / budgets and forecasts and any internal reviews and / or audits
- Assisting with financial governance, including supporting internal understanding of finance
- Developing, implementing and continuously improving policies, processes and procedures to deliver output more efficiently and effectively
- Identifying and delivering cost savings
- To adhere to all YAP Ireland Policies and Procedures and Code of Conduct.
- Providing cover for all of the above responsibilities when required for Annual Leave or other leave
- Any other duties as assigned by the Director of Finance or required by the organisation

Person Specification

Educational Qualifications

Essential Qualifications

Qualified Accountant or Qualified Accounts Technician

Desirable Qualifications:

IPASS certification

Essential Work Experience

- At least 1 year's experience supervising and managing teams
- At least 3 years' experience working in a finance / account environment

Desired Work Experience

- Experience training and supporting colleagues and delegating work
- Experience in preparation of management accounts, processing payroll, using Microsoft Excel and payroll and accounting packages
- Experience in charitable organisations

Skills Essential

- Excellent organisational skills
- Excellent communication skills
- Excellent knowledge of excel and report writing
- Solution focused individual
- Ability to work on your own initiative and as part of a team
- Ability to prioritise tasks and meet targets
- Ability to instill positive influence and bring others along with you

Salary: €52,000 per annum