

Ballyfermot Chapelizod Partnership: 2 Vacancies ^[1]

Employment Guidance Officer- One year initial fixed term contract – 35 hours PW FTE

Role Purpose – The Employment Guidance Officer is required to work as part of a staff team implementing objectives and actions set out in the Company's Annual Programme of Work.

Duties of the Role – The role of the Employment Guidance officer is to provide clients with a confidential, individual career path planning, guidance and counselling service on a caseload basis. Details can be found here:

Employment Guidance Officer Role Description and Person Specification Application form 2017 attached below.

Finance Manager: The Person

The BCP is seeking to appoint a Finance Manager with a minimum of 4 years' post qualification experience. While some experience in the voluntary sector is desirable it is not essential but an understanding of the management of the accounting function in a SME or a significant sized NGO, which has multiple funding streams and different reporting formats to meet funder's needs would be advantageous.

The successful candidate will be an experienced people manager. The post holder will be very familiar with the latest financial reporting standards and have a keen sense of controlling cost and the management of risk.

The successful candidate will be comfortable working with other professionals internally and representing the company externally, particularly with funders. The Finance Manager will proactively work with the different programme managers and projects within the Partnership assisting them in meeting their objectives.

The post holder will supply and assist different departments in understanding the financial data critical to the success of their activities. S/He will be aware of the social environment in which BCP operates and be conscious of the additional requirements associated with working with statutory agencies and the protection of public funds.

The post holder will require excellent interpersonal skills and will be engaged in constructively developing the financial base of the company. They will be required to understand and accept and promote the ethos the company as well as its remit to deliver the highest possible standard of service to its clients and the local community.

More details and application forms can be found here:

Finance Manager role description & person specification, Finance Manager the person and Application form attached below.






- Closing date for receipt of applications is Friday 10th November 2017@ 12 noon(no late applications will be accepted)

Region: Dublin

Expiry date: 10/11/2017

Date 27/10/17

Entered/Updated:

Attachment	Size
 Employment Guidance Officer - Role description and Person specification ^[2]	113 KB
 Employment Guidance Officer - Application form ^[3]	689 KB
 Finance Manager - Role description and Person specification ^[4]	181 KB
 Finance Manager - The person ^[5]	12.78 KB
 Finance Manager - Application form ^[6]	492 KB

Source URL (modified on 27/10/2017 - 12:44): <https://www.activelink.ie/content/vacancies/community/33599>

Links

^[1] <https://www.activelink.ie/content/vacancies/community/33599>

^[2]

https://www.activelink.ie/sites/default/files/attach/notice_entry/33599/employment_guidance_officer_role_description_and_person_specification_oct2017.doc
[3] https://www.activelink.ie/sites/default/files/attach/notice_entry/33599/employment_guidance_officer_application_form_2017template.doc
[4] https://www.activelink.ie/sites/default/files/attach/notice_entry/33599/finance_manager_role_description_person_specification.doc
[5] https://www.activelink.ie/sites/default/files/attach/notice_entry/33599/finance_manager_the_person.docx
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