

Job Title:	Finance Officer (12 Month Fixed-Term)	Job Holder:	Vacant
Reports To:	Financial Accountant (East Region)	Location:	SVP House, Dublin 1
Region:	Shared Services Finance	Date of Job Description:	April 2024

1. PURPOSE OF THE JOB

This role is part of the Society's Finance Services Team (Shared Services).

To work with a level of independent skill in Payable & receivable cycles, and under the guidance of the Financial Accountant for East Region with responsibility for providing Financial accounting and special processes (Client Vouchers and controls) support to the East Region Council.

This role includes advance/senior experience in Accounts Payable, Accounts Receivable, Bank Reconciliations and Management Accounts to Trial Balance plus experience of unique processes for the Charity sector. The person is responsible for ensuring that transaction processes are completed accurately and timely. The role will support the Financial Accountant for East Region and be responsible for transaction processing, record maintenance, accounting, analysis and reporting activities primarily for East Region but will also provide backup for other team members when required. The role also supports and provides the additional time required by for the Finance Officer responsible for Voucher service to East Region Conferences that supports the membership with an essential client service.

The Society Shared Services purpose is to manage services for the core, regions and special works in a partnering approach, building strong relationships and to provide a customer-centric service.

The Society Shared Service objectives are to meet the service level agreements (SLA's) and the SLA deliverables, in line with the core values.

The objectives are achieved through excellence in the delivery of services, operations processes effectiveness and efficiencies. This will require continuous review of what we do and how we do it, creativity, problem-solving and partnering with our internal groups as well as playing a role within the broader Society.

2. ENVIRONMENT OF THE JOB

The SVP is a large, national, voluntary organisation with extensive experience in working with a diverse range of people who experience poverty and exclusion. Through its network of over 12,000 volunteers and 700 staff, it is strongly committed to working for social justice and advocates the creation of a more just and caring society. SVP employs people to support volunteers in a variety of settings including housing and hostels, community care, shops, administration, and other specialist areas.

The Society is Christian based with a strong sense of Gospel values. The founder of the Society, Blessed Frederic Ozanam, was a devout Catholic and his legacy of spirituality remains a key element for volunteer members of the Society and underpins the conduct of conference meetings. It can often, therefore, be normal practice within the Society that prayers are said at the beginning and end of Conference meetings or at meetings where members are in attendance as this underpins the ethos of the Society. There is no requirement for staff members to actively participate in the saying of prayers but to respect the ethos of the Society and be aware that this practice may occur.

3. GUIDANCE AND AUTHORITY

The role reports to the Financial Accountant for East Region. See organisational chart. This will involve liaising with other Finance staff, external Auditors, Regional staff and system developers and contractors.

The post holder is expected to operate with considerable autonomy. The nature of matters referred upwards are those:

- Where significant resistance is experienced in the development of good practice and the implementation of policy.
- Where practice or proposed practice places stakeholders in a position of risk e.g. a child, a vulnerable adult, members, volunteers, the reputation of the Society.
- Where decision will have a significant impact on the workload of others.
- Non-compliance of an agreed policy or procedure
- Action likely to adversely affect the Society

4. PRINCIPAL ACCOUNTABILITIES

ACCOUNTABILITIES	HOW ACHIEVED
<p>1. Accounts Receivables</p> <p>To be responsible for all aspects of Accounts Receivable for the Region. Ensure outstanding amounts are pursued on a regular basis.</p>	<ul style="list-style-type: none"> • Advance knowledge and experience in Receivables and Account Payable cycle. • Self-checking, to ensure accurate processing and recording of Debtor transactions. • Perform month end Debtor reconciliations and ensure that all debtors listings are in line

<p>Receivables Collection and Processing</p>	<p>with Trial Balance.</p> <ul style="list-style-type: none"> • Provide Debtor Analysis & reports to the Financial Accountant on a monthly basis. • Responsible for ensuring Income receipts are recorded and lodged on a timely basis. • Provide statements for outstanding balances to Conferences monthly and follow up on outstanding debts.
<p>2. Accounts Payables</p> <p>To be responsible for all aspects of Accounts payable. Ensure suppliers are paid in a timely manner.</p>	<ul style="list-style-type: none"> • Quality checking of invoice received and appropriate approval – applying internal controls in receivables/payables cycle. • Responsible for ensuring that all Invoices are processed in line with SVP procurement process. • Ensure accurate coding and posting of invoices to the Finance System. • Preparation and review of expenditure schedules on a monthly basis. Able to prepare accounting accruals & provision information for recording in GL as Accruals & Prepayments and on a timely basis • Prepare Payment batches by EFT and by cheque, providing supporting documentation for approval of payments. • Perform Month-End Creditor reconciliations and ensure that all Creditor listings are in line with Trial Balance. • Able to resolve reconciliation problems or reconciliation issues. • Provide Creditor analysis and reports to the Financial Accountant on a monthly basis. • Maintain filing/record keeping system.
<p>3. Banks & Cash Processes</p> <p>To be responsible for all aspects of bank postings and reconciliations for the Shops.</p>	<ul style="list-style-type: none"> • Ensure that all Bank transactions are recorded accurately and posted correctly to the Finance system. • Perform monthly Bank Reconciliations and ensure that Reconciliations are in line with Trial Balance. • Bank Reconciliation reports to the Financial Accountant on a weekly/monthly basis.

<p>Donations/Legacies</p>	<ul style="list-style-type: none"> • Manage the petty cash for ERC. • <u>Charity Sectors SORP and internal Controls.</u> • Responsible for the recording, processing, verification and reporting on Donations received by the Region. • Maintain appropriate records and documentation for all donations. • Responsible for Legacy receipt, recording, processing, verification and reporting on Legacies received by the Region/Society. • Maintain appropriate records and documentation.
<p>4. Travel Expenses Verification of travel and related expenses to the Travel Expense Policy.</p>	<ul style="list-style-type: none"> • Financial Policy and internal controls applications, and reviews to ensure in line with SVP policy and process verified / approved travel expense claims for staff and members.
<p>5. Payroll Services Support the outsourced monthly payroll for East Region.</p>	<ul style="list-style-type: none"> • Provide support and back up for the processing of the weekly & monthly payrolls. • Liaise with the HR team and the payroll provider when necessary. • Provide assistance with payroll queries as required. • Maintain filing/record keeping system.
<p>6. Management Accounts, Financial Accounts & Annual Audit</p>	<ul style="list-style-type: none"> • Responsible for the preparation of monthly management information relevant to Trial Balance stage of the accounting cycle. • Ensure that all Control Account reconciliations align with the month end Trial Balance. • Assist with the preparation of the Annual Audit File & respond to requests for information during the Audit. • Assist the team to support SLA/SLA Deliverables.
<p>7.Support Annual Reporting To assist with the Annual Reporting from Conferences.</p>	<ul style="list-style-type: none"> • Communicate with relevant personnel by phone, letter or email. Review annual reports submitted, both electronically and in hard copy format.

	<ul style="list-style-type: none"> Assist the SS team in the annual report process by reviewing annual reports submitted plus processing data into the financial system.
<p>8. Pension Administration</p> <p><i>This Accountability may be assigned by management to any of the Finance Services Team</i></p>	<ul style="list-style-type: none"> Liaison with HR. Coordination, analysis and administration tasks for our pension schemes. Support to the Financial Accountant and pension trustees.
<p>9. Insurance Administration</p> <p><i>This Accountability may be assigned by management to any of the Finance Services Team</i></p>	<ul style="list-style-type: none"> Processing of insurance requests, invoice payment and coordination of information related to insurance claim (or questions with requesters and the insurance company). Coordination and information flow between parties including requester, claim and insurance broker.
<p>10. Vouchers</p> <p><i>This Accountability may be assigned by management to any of the Finance Services Team</i></p>	<ul style="list-style-type: none"> Charity Sectors SORP/Accounting processes. Providing direct assistance to client, through the Voucher process. Process order, establish purchase requirement, invoicing to Conference and payment collection, manage vouchers received/issued and apply best practice controls.
<p>11. SLAs</p> <p>Provide support to team members involved in accounting, consolidation, compliance and reporting activities which are required under SLAs and SLA Deliverables.</p>	<ul style="list-style-type: none"> During the year various activities and tasks completion will need support and assistance to meet SLA and SAL Deliverables which are part of the agreement made with our internal customers.
<p>12. Projects / Ad hoc activities as they occur within the shared services.</p>	<ul style="list-style-type: none"> To undertake other duties appropriate to the post which may evolve as the role progresses and until such time as this job description is reviewed/updated.

5. CHALLENGES

There are a number of challenges in this role, largely determined by the scale, complexity, voluntary nature and high levels of local autonomy with the Society.

- Acceptance of the dynamic of a complex, national, membership organisation and an understanding of how this both contributes to and constrains the work.
- Resilience and persistence in the face of barriers and organisational roadblocks encountered.
- Influencing others not under direct authority.
- Influencing stakeholders to recognise and to act upon, the need for accelerated change.

6. OTHER INFORMATION

In addition to the duties and responsibilities listed above, the job holder may be required from time to time to perform other duties as deemed reasonable and necessary by the employer. The job holder may also be required from time to time to work or attend training/meetings at another location. As much notice as is reasonably practicable will be given of any such change.

The Society is committed to the Right to Disconnect Code of Practice which applies to all employees irrespective of where they work, be that office, service, home or other remote location, or their working pattern, either core, shift, or flexible hours.

Given the nature of our organisation employees may request or be required, depending on their role and agreement of management, to work in a more flexible manner and occasionally outside of their normal/standard working hours. Certain roles by their nature may have a requirement to work evenings or weekends and may be on a shift pattern (as detailed in the written particulars of employment), others may be required to attend evening or weekend meetings with members or may be subject to annual peaks and troughs in the workload. These are usually normal, expected and foreseeable work-related requirements and staff should ensure that they receive the required breaks and compensatory leave as detailed in the Society's Time off in Lieu policy. Employees are responsible for notifying their manager in writing of any statutory rest period or break to which they are entitled to and were not able to avail of on a particular occasion and the reason for not availing of such rest period or break within one week.

7. EDUCATION, KNOWLEDGE, EXPERIENCE AND SKILLS TO UNDERTAKE THE ROLE AT A FULLY ACCEPTABLE LEVEL

EDUCATION

- Accounting Technician, diploma or higher qualification, would be an advantage.

KNOWLEDGE

- Knowledge of the Society and of its mission and values
- Knowledge of needs and issues of the poor and disadvantaged
- Familiarity with Microsoft systems, Word, Excel, PowerPoint and Microsoft Outlook.

EXPERIENCE

- +3 years equivalent and relevant previous experience in Accounts Receivables, Accounts Payables, Bank Reconciliations and Payroll processing
- Accounting, finance or legal administration training and experience, would be an advantage
- Relevant experienced administrator/finance officer
- Previous experience of directly supporting an accountant. Supporting the preparation of month balance sheet account reconciliations and preparation of accounts to Trial Balance
- Experience with financial accounting and reporting systems, Agresso or others, would be desirable.
- Experience with high volume transactions.
- Intermediate Excel level - data analysis using excel formulas. (V lookups, Pivot tables & sum if analysis)
- Customer relationship and challenging/difficult situation - Experience of working in a client facing role, dealing with queries and managing client expectations.
- Experience in developing and implementing policies, procedures, and controls.
- Experience of working in the community / voluntary sector is desirable but not essential.

SKILLS

- An ability to quickly establish and maintain rapport with a diverse range of stakeholders and to manage on-going working relationships and work plans.
- Ability to work to deadlines and prioritise work.
- Process analysis and documentation skills.
- Excellent written and verbal communication skills.
- Excellent IT skills.
- Excellent numerical skills.
- Ability to work independently and as part of a team.
- Analytical, organisational and time management skills.

The person must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful

- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

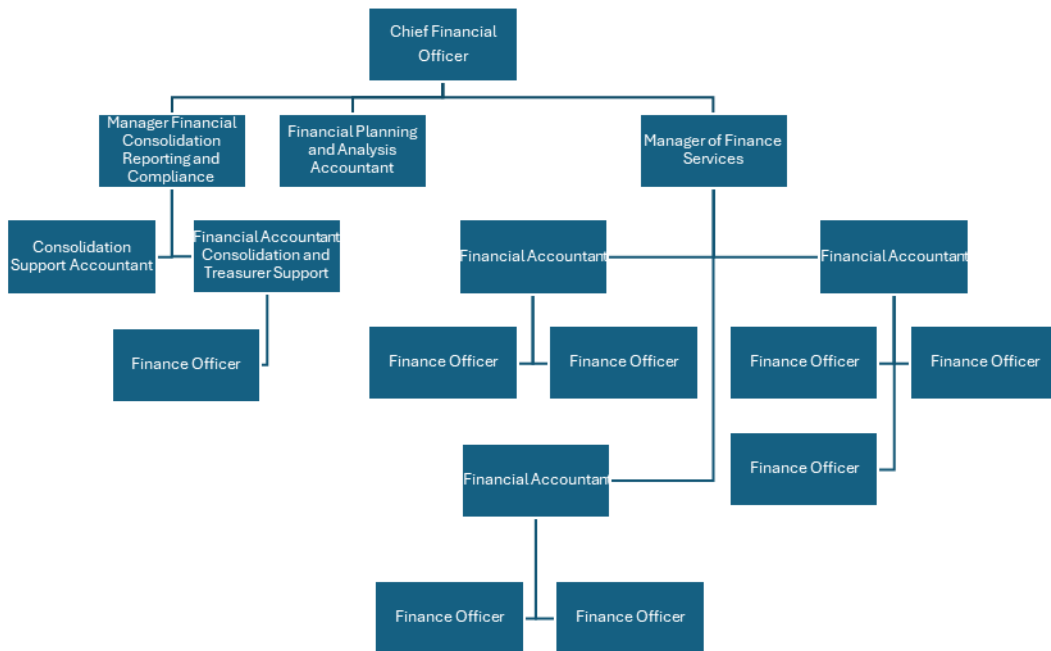
8. COMPENSATION AND BENEFITS

Pension	A core DC pension offering with a 5% employer and employee contribution, and an option to increase to 7% employer contribution on a matching basis
Life assurance	Four times salary
Sick pay	Entitlement to sick pay following probation period, with level of entitlement increasing with length of service
Health plan	Group discount for Hospital Saturday Fund (HSF)
Annual leave	23 days annual leave for all staff. Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
Discretionary days	2 Discretionary days (Christmas Eve & Good Friday)*
Maternity/ Adoptive leave	18 weeks full pay for staff with more than 12 months service
Paternity leave	2 weeks full pay for staff with more than 12 months service
Christmas Voucher	€250 voucher for all staff (subject to terms of policy)
Employee Assistance Programme (EAP)	6 counselling sessions provided per annum
Life Appreciation recognition	Additional one-off 5 days annual leave allocated in year that 25, 30, 35 & 40 years service achieved, plus €250 voucher
Retirement	Staff with 10+ years service will receive a €250 voucher on retirement
Education Support	Fee support up to €1,500 for job relevant courses, plus exam and study leave Education Support
Hybrid/Flexible Working Available	SVP support and embrace Flexible Working, including working from home, in line with the SVP Flexible Working Policy, where appropriate and subject to role requirements.

9. MAIN TERMS AND CONDITIONS

Contract Type:	Fixed Term – 12 Months
Hours:	37.5 hours per week
Pension:	5% or 7% employer contribution 5% or 7% employee contribution
Salary:	€43,053.58 per annum

10. STRUCTURE CHART



The information contained in this job description is a true and accurate reflection of the job as at the date specified.

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Job Holder

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Line Manager