

<b>Job Title:</b>	Regional Finance Officer	<b>Job Holder:</b>	Vacant
<b>Reports To:</b>	Regional Coordinator with a dotted line to the Regional Treasurer.	<b>Location:</b>	SVP Regional Office, Unit 3, Six Cross Roads Business Park, Waterford.
<b>Region:</b>	South-East	<b>Date of Job Description:</b>	April 2024

### 1. PURPOSE OF THE JOB

This role is part of the Society Regional Council Finance structure. The purpose of this role is to support the Regional Treasurer and Regional Coordinator in all aspects of regional finance and systems for the South East Region.

Responsibilities include:

- To keep proper books of account for the Region and ensure that all internal accounts/ transactions involving Regional Council accounts are accurate and recorded accordingly.
- To prepare monthly management reports for the Regional Treasurer and President.
- To prepare draft annual financial reports for finalisation and audit and assist the Regional Treasurer respond to audit queries arising.
- To develop and roll-out of appropriate guidance and support for on-line banking for the Region and the timely reporting of all cash balances in the Region on a quarterly basis.
- To assist Regional Coordinator in the administration of legal, insurance and property related matters.
- To support TSO during annual report processing to local Conference Treasurers in their use of SVP's Online Treasurer Book and to assist Conference Treasurers with related accounting, policy and procedure queries.
- To oversee account payables, receivables, cash banking, legacies, and donations.
- To work collaboratively on the continuing improvement of the Online Treasurer Book and associated training material, guidelines & procedures.
- To support Conference Treasurers in the completion and submission of the Annual (Financial) Returns within required timelines.

## 2. ENVIRONMENT OF THE JOB

The SVP is a large, national, voluntary organisation with extensive experience of 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 home visitation, Social Housing, Child and Family Services, Retail, Administration and other specialist areas.

SVP is committed to ensuring that everyone we encounter, regardless of age, gender identity, disability, sexual orientation, or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, and exploitation. All employees are expected to act in accordance with SVP policies on Dignity & Respect and Safeguarding in respect of related Children and Vulnerable adults Safeguarding policies and procedures.

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 job holder will report directly to the Regional Coordinator South East Region.

The role will also include liaising with the Regional Treasurer, Conference Presidents and Treasurers, Area Presidents & Area Treasurers, Regional Council, Regional staff and National Office. The post holder is expected to operate with considerable autonomy and to provide leadership and support in the implementation of improved systems and processes. The nature of matters referred upwards are those:

- Where significant resistance is experienced in the development of good practice and 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.

#### 4. PRINCIPAL ACCOUNTABILITIES

ACCOUNTABILITIES	HOW ACHIEVED
<p><b>1. Accounting and Reporting for Regional Council and Regional Council activities.</b></p>	<ul style="list-style-type: none"> <li>• Maintain proper books of account by maintaining records of day-to-day finance transactions including processing and payment of invoices, management and processing of receipts, payroll authorisation and reporting for all staff in the Region, and correct accounting for transactions between Conferences, Areas Region and National.</li> <li>• Manage all relevant aspects cash and banking including electronic banking.</li> <li>• Maintain Treasurers Book in Agresso.</li> <li>• Prepare trial balance, Income &amp; Expenditure reports, and analysis.</li> <li>• Assist in preparation of all capital, leasing or major expenditure proposals in the Region and to monitor all associated projects.</li> <li>• Accounting analysis and reporting including preparation of monthly reports to the Regional Treasurer/ Finance Committee, - Preparation of draft financials and liaising with the external auditors as part of the Annual Reporting process.</li> <li>• Assist Regional Treasurer in producing annual budgets and periodic cash flows.</li> </ul>
<p><b>2. Compliance with internal controls, policies, practices, and procedures for accounting and reporting</b></p>	<ul style="list-style-type: none"> <li>• The role applies various types of controls, control principles, including the proper balance of accounting records.</li> <li>• Develop and maintain appropriate controls for the bookkeeping, recording of transactions, accounts preparations, cash and banking.</li> <li>• Develop good working relationship with the National Consolidation Team.</li> </ul> <p>Assist the Regional Treasurer in the development and implementation of controls throughout the Region.</p>
<p><b>3. Finance Administration</b>  <u>Donations Bequests and Legacies</u></p> <p><u>Banking</u></p>	<ul style="list-style-type: none"> <li>• Donation and Legacy recording, processing, verification, acknowledgment, receipt, recording, processing, verification and reporting.</li> <li>• Maintain administrative records re Donations, Bequests and Legacies, insurance, properties.</li> <li>• Ensure all required documentation is received and coordinate actions with legal firms to complete entitlement of Legacy/Bequest's.</li> <li>• Assist the Regional Treasurer in the develop and roll out of the appropriate electronic banking processes throughout the Region and act as Administrator for Region's Electronic Banking if required.</li> </ul>

<p><b>4. Annual Reporting &amp; Regional/National Audit</b></p>	<ul style="list-style-type: none"> <li>• Assist Regional Treasurer and Regional Coordinator in the timely preparation and reporting of the Regional Office accounts.</li> <li>• Provide support to TSO during the annual report process.</li> <li>• Provide support to treasurers inputting in Agresso.</li> <li>• Assist the Regional Treasurer and Regional Coordinator in the annual report quality assurance process, which includes reviewing annual figures.</li> <li>• To use reports on the system to improve data quality.</li> </ul>
<p><b>5. Accounts Payables</b></p>	<ul style="list-style-type: none"> <li>• Quality checking of invoice received and appropriate approval – applying internal controls in receivables/payables cycle.</li> <li>• Responsible for ensuring that all Invoices are processed in line with SVP procurement process.</li> <li>• Ensure accurate coding and posting of invoices to the Finance System.</li> <li>• Preparation and review of expenditure schedules on a monthly basis. Able to prepare accounting accruals &amp; provision information for recording in GL as Accruals &amp; Prepayments and on a timely basis.</li> <li>• Prepare Payment batches by EFT providing supporting documentation for approval of payments.</li> <li>• Perform Month-End Creditor reconciliations and ensure that all Creditor listings are in line with Trial Balance.</li> <li>• Able to resolve reconciliation problems or reconciliation issues.</li> <li>• Provide Creditor analysis and reports to the Financial Accountant on a monthly basis.</li> <li>• Maintain filing/record keeping system.</li> </ul>
<p><b>6. Accounts Receivables</b></p>	<ul style="list-style-type: none"> <li>• Advance knowledge and experience in Receivables and Account Payable cycle.</li> <li>• Reconciling to ensure accurate processing and recording of Debtor transactions.</li> <li>• Perform month end Debtor reconciliations and ensure that all debtors listings are in line with Trial Balance.</li> <li>• Provide Debtor Analysis and reports to the Financial Accountant on a monthly basis.</li> <li>• Responsible for ensuring Income receipts are recorded and lodged on a timely basis.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide statements for outstanding balances to Conferences monthly and follow up on outstanding debts.</li> </ul>
<b>7. Property Administration</b>	<ul style="list-style-type: none"> <li>• Maintain a property register, updating and reporting when required including Capex, acquisition and disposal of properties.</li> <li>• Ensure that insurance renewal information is submitted in conjunction with line manager.</li> </ul>
<b>8. Travel Expenses Administration</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Verification of travel and related expenses to the Travel Expense Policy.</li> </ul>
<b>9. Payroll Administration</b>	<ul style="list-style-type: none"> <li>• Provide support and back up for the processing of the weekly and monthly payrolls.</li> <li>• Liaise with the HR team and the payroll provider when necessary.</li> <li>• Provide assistance with payroll queries as required.</li> <li>• Maintain filing/record keeping system.</li> </ul>
<b>10. Other</b>	<ul style="list-style-type: none"> <li>• Other projects and duties as assigned.</li> </ul>

## 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 dynamics in a complex membership and employee organisation. An understanding of how this both contributes to and constrains the work.
- Resilience and persistence in the face of barriers and organisational roadblocks encountered.
- Management of ambiguity and complexity.

## 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 requirement/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

- Essential to hold a Certificate/Diploma level in a Finance or related discipline (or higher).

### KNOWLEDGE

- Essential knowledge and experience with financial accounting systems.
- Essential knowledge of accounting procedures (receivables, payables, expenses, payroll and compliance administration work).
- Knowledge of IT systems and controls required to ensure proper compliance and reporting.

### EXPERIENCE

- 3 years' experience in a similar role is essential.
- Experience of annual reporting and audit processes.
- Previous experience in receivables, payables and payroll processing.
- Experience in the implementation and operation of banking online.
- Experience in the implementation and operation of financial systems.
- Experience of developing and implementing finance procedures and adherence/control practices.
- Experience of working in the community / voluntary sector is desirable.

**SKILLS**

- Excellent IT skills, advanced Excel functions, Word and PowerPoint.
- Excellent numerical skills with strong attention to detail.
- Good analytical and documentation skills.
- Strong team player who enjoys contributing to initiatives and success of team.
- Excellent interpersonal and communication skills with the ability to quickly establish and maintain relationships with a diverse range of stakeholders.
- Excellent written and verbal communication skills.
- Be a problem solver with the ability to suggest and implement continuous improvements to processes.
- Proactive and focused attitude to work and an ability to meet deadlines.
- Strong 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

All SVP benefits are subject to the prevailing policy and associated length of service requirements

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 13 weeks, with level of entitlement increasing with length of service (Subject to terms of policy)
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 Further Education Support (Subject to terms of the policy)
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 and policy)
SVP Experience Day	Up to one discretionary day per year to experience a different aspect of the work of SVP (Subject to conditions)

## 9. MAIN TERMS AND CONDITIONS

<b>Contract Type:</b>	Permanent
<b>Hours:</b>	37.5 hours per week
<b>Pension:</b>	5% employer contribution or 7 % employer contribution 5% employee contribution or 7 % employer contribution
<b>Salary:</b>	€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.

.....  
Job Holder

.....  
Line Manager