Senior Finance Officer Job Opportunity

**Job Title:** Senior Finance Officer

**Reporting to:** Finance Manager

**Location:** Hybrid /Wexford Local Development, Spawell Road, Wexford

**Contract Type:** Full-time 35 hours per week.

# Overall, Purpose of the Role:

To work closely with the Finance Manager and assist in completing tasks relating to budgeting, governance and financial reporting within Wexford Local Development. Following a period of full training and support, act in place of the Finance Manager when required.

# Key Responsibilities:

* Assisting in the preparation of annual and periodic budgets for both the company

and individual programs and completing variance reporting of financial and non- financial performance indicators;

* Operating as a resource to management and programme co-ordinators by providing financial and management reports to assist in decision making;
* Communicating with various funders regarding periodic financial and management reporting in a professional manner and in adherence with contractual deadlines;
* Assisting with internal and external company and programme(funder) audits;
* Assist with the preparation of Annual Financial Statements;
* Maintaining effective communication with all Staff, Suppliers, Revenue and Funders on financial, budgetary and related matters;
* To participate in training events, on the job training and keep up to date with policy changes and information relevant to WLD and the community and voluntary sector;
* Preparation of VAT returns relating to WLD’s Social Enterprises;
* To manage and deliver other appropriate projects as assigned by the Finance Manager.

# Qualifications and Experience:

* A part qualified Accountant or qualified Accounts Technician prepared to undertake further study;
* 5 years’ experience in a finance/accounting role;

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* Proficient use of accounting software and other IT applications including MS office suite.

# Key Competencies:

* Effective organisation, management and prioritization of duties in a fast paced environment;
* High level of attention to detail;
* Professionalism and confidentiality;
* Good communication skills; written and verbal;
* Ability to contribute positively within a team environment;
* Problem solving and the ability to work autonomously;
* Analytical skills; ability to interpret financial data and assist in making informed decisions
* Maintain the values expressed in the Values statement of Wexford Local Development; respect, equality, leadership, inclusion and integrity;

# Desirable Attributes:

* + An understanding of the not-for-profit or public sector;
  + Supervisory or team leader experience
  + Knowledge of SORP accounting;

# What We Offer:

* + Salary will be commensurate with experience starting at a range between €46,279 to €50,477 (annual increments considered subject to funding);
  + Hybrid working requests will be considered following completion of probation period (2 days office/ 3 days from home);
  + Generous leave entitlements (25 days increasing to 29 days);
  + Access to our EAP (Employee Assistance Programme);
  + Free onsite parking;
  + Study leave and support to work toward professional Accountancy qualifications;
  + Purposeful work and access to continuous professional development opportunities.

