

**Lourdes Youth & Community Services.**

**Metropolitan Building, James Joyce Street, Dublin 1, D01 KOY8.**

[**www.lycs.ie**](http://www.lycs.ie)

**Financial Officer**

***Exciting financial career opportunity for the right candidate, to work in a positive workplace***

***and to play your part in supporting education needs of people living in the***

***North East Inner City of Dublin***

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| **Job Description and Person Specification** | | | |
| **Role Title** | | **Financial Officer** | |
| **Status** | | Permanent full time role – 35 hours per week | |
| **Reporting to** | | CEO | |
| **Salary Scale** | | €37,000 - €45,000 dependent on candidate’s qualifications and experience | |
| **Purpose of the job** | | This is a senior role within the organisation and entails providing oversight of LYCS financial administration, drive financial operational excellence and ensure the achievement of LYCS’s vision, mission and strategy.  The Financial Officer will form part of LYCS Leadership Team alongside the CEO. This is an exciting opportunity to be part of an organisation that provides educational opportunities that support local people to achieve  their full potential through community development, social inclusion, employment, education and wellbeing initiatives. | |
| **Main responsibilities of the job (Job Description)** | | | |
| **Budget Preparation & Financial planning** | | | * Oversee payroll, expenses, and financial transactions, ensuring accurate record keeping, with overall responsibility for providing payroll information to staff and/or Revenue. * Prepare programme budgets in collaboration with CEO and relevant programme Line Managers for existing programmes and new funding applications. * Prepare timely and accurate company accounts for annual statutory audit. * Oversee accurate data entry records and monitor the use of funds in line with LYCS Financial policies and procedures. * Report the budgeted spend to the CEO and Board of Directors as required. * Oversight of insurance cover and pension scheme. |
| **Financial accounting and reporting** | | | * Maintain financial records for multiple funding streams using accounting packages. * Provide detailed analysis of income & expenditure. * Maintain the financial systems for the range of funding streams including Pobal, Irish Aid, City of Dubin ETB, Dept of Social Protection plus a range of other funding streams. * Preparation of financial reports to meet strict deadlines. * Establish and maintain professional relationships with key stakeholders. * Oversee the smooth running of the month end process to include cash management, banking on line, accounts payable, accounts receivable, credit control, payroll. |
| **Statutory and Regulatory Compliance** | | | * Work with the CEO to ensure:   + annual charitable and company returns are up to date.   + LYCS adheres to annual governance and reporting schedules are complete. |
| **Management of the Annual Audit Process** | | | * Preparation of annual financial audit for accountant, in accordance with best practice and SORP compliant. * Preparation of supporting information the Board's Finance Sub Committee. |
| **Person Specification** | | | |
| Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to LYCS’s ethos and vision. The successful candidate will ideally have the skills and attributes as detailed below. | | | |
| **Experience, Skills and Knowledge** | The Financial Officer should be able to demonstrate the following the following:  **Qualifications & Knowledge**   * Minimum qualification - Accounting Technician (ATI) * 3 years’ experience in a Financial Roles to include; bookkeeping, State funding, budget versus actual accounting information, payroll working in the not-for-profit sector. Practice experience essential. * Experience and proficiency in accounting software systems essential * Working knowledge of financial regulations, compliance standards. * Strong track record in strategic financial planning and budgeting. * Experience in leading audits, financial reporting, and liaising with regulatory bodies. | | |
| **Personal Attributes** | * An ability to plan and work efficiently to establish own priorities, allocate time and effort accordingly and identify and overcome possible obstacles to planned achievement. * Strong communication and interpersonal skills, specifically; an ability to communicate at all levels of organisation * Ability to empower an open working environment that enables colleagues to take responsibility and to make decisions regarding effective practices * Ability to promote a culture which supports colleagues and others to communicate in appropriate, open, accurate and straightforward ways * Ability to identify and implement systems of work which promote adherence to regulatory requirements and organisational processes, policies and procedures * Work to ensure that the work environment is positive and supportive and that all staff members operate in a way that promotes dignity and respect at all time. | | |

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| **Terms and Conditions of Employment** | |
| **Location** | Current location with a move to Rutland Street School in 2026. |
| **Contract Type** | LYCS is offering a contract subject to the completion of a successful 6 month probationary review. |
| **Annual Leave** | 25 days |
| **Pension** | LYCS operates a defined contribution group pension scheme. Employees have access to the scheme on successful completion of their six-month probationary period. |

LYCS is an equal opportunities employer and provides the following services: adult education, early years education crèche, early school leavers education and global citizen education programmes.

**How to Apply**

Selection will involve shortlisting of applicants for interview based on the criteria for this position as outlined above. A panel may be formed from which similar vacancies may be filed**.**

**Please submit your Curriculum Vitae and Cover Letter by email to**[**sarah.kelleher@lycs.ie**](mailto:sarah.kelleher@lycs.ie)

**Website** [**www.lycs.ie**](http://www.lycs.ie) **is currently under construction.**