

**Title:** Finance Manager (part-time)  
**Reports to:** CEO  
**Manages:** Finance Co-ordinator  
**Liases with:** Support Services Co-ordinator, Fundraising team, Programme team  
Treasurer of the Board of ActionAid Ireland

### **Role Overview**

The Finance Manager works closely with the CEO to provide strategic financial management, analysis, systems oversight and technical advice on ActionAid Ireland's finances to help ensure the organisation is financially sustainable, and that all the required reporting and accountability objectives are met.

### **Reporting & Accountability**

- Responsible for the effective implementation of ActionAid Ireland's financial control systems, to ensure effective control systems are in place, achieving compliance with the procedures set out in ActionAid's Finance manual, and meeting all regulatory and legal reporting requirements
- Overall responsible to ensure the timely completion of month-end reconciliations and production of the management accounts, of quarterly and annual financial reports to the management team, reports to ActionAid International, institutional donors and the Board of Directors of ActionAid Ireland.
- Ensure period end / year end processing aspects are adhered to, i.e. cut-off date, depreciation processing, accruals & provision, prepayment allocations and other accounting adjustments in compliance to AAI standards.
- Prepare and submit reports to the Board, Treasurer and Finance & Audit sub-committee/s as agreed and scheduled.
- Support the Treasurer to report on the annual audited Financial Statements at the AGM.
- Oversee the smooth and effective transition from SAGE to SUN 6.3 systems and liaising with ActionAid International Finance support team on same.
- Manage the work of the Finance Co-ordinator on a daily/weekly basis.
- Develop and regularly review (minimum quarterly) and update as necessary the Risk Register for finance and integrate it into the overall Risk matrix.
- Manage the cash flow position of ActionAid Ireland with a view to taking necessary action depending on trends. Manage and comply with the stipulated necessary reserves at country level.

### **Plans, Budgets and Forecasts**

- Responsible for completing the annual budgeting and planning process, to support the management team in same, and in the implementation of the Strategy through their annual plans, tracking income and expenditure and reporting on agreed KPIs
- Prepare detailed departmental expenditure budgets and summary budget tables and ensure they are consistent with the information and formats required

### **Accountability & Decision-making support**

- Ensure reports are submitted to institutional donors on a timely basis, in the required format and that all donor reporting requirements are adequately adhered to.
- Develop financial analysis and reports to track the performance of the key financial performance indicators for the Management team and the Board
- Produce reports to meet IATI and other regulatory or sector reporting and accountability requirements
- Participate in Board meetings as necessary; give support and information to the Finance & Audit Committee as required.
- In liaison with the CEO, plan for and organise Board financial updating and training when necessary.
- Undertake *ad hoc* projects as directed by management

### **Audits**

- Ensure an appropriate audit trail is maintained for all transactions
- Ensure financial statements are prepared for internal or external auditors as required
- Liaise closely with ActionAid internal and external auditors to ensure that audit timetables and guidelines are adhered to
- Provide full support and co-operation to internal and external auditors and implement any changes recommended by them once agreed
- Ensure the board is able to review the appointment of external auditors in line with best practice

### **Essential Experience**

- Qualified accountant (CIMA, ACCA or equivalent) with at least five years' experience working in INGO finance, including two years at Financial Controller level
- Experienced in producing monthly, quarterly management accounts and annual statutory accounts and of successfully managing year end process (including liaising with auditors).
- Excellent analytical skills and track record in producing meaningful analysis to support decision making.
- Experience of managing audit processes

### **Desirable Experience**

- Experience of SORP FRS 102 (charities' SORP) non-profit financial reporting procedures
- Knowledge of SAGE and SUN 6.3 systems

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or that may be required to do either now or in the future.

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