

## DP Job Description

<b>Title:</b>	<b>Finance Officer in Development Perspectives</b>
<b>Reporting to:</b>	Director of Development Perspectives
<b>Hours of Work:</b>	1 day per week. Occasional evening and weekend work. This will be reviewed in June 2019 with a view to extending to a 4 day week.
<b>Location</b>	Barlow House, Narrow West Street, Drogheda, Co. Louth
<b>Annual Leave:</b>	The Company's holiday year runs from the 1 <sup>st</sup> of January to the 31 <sup>st</sup> of December. Holidays will be calculated at 8% of the hours worked in a leave year subject to a maximum of 4 working weeks, under the organisation of the Working Time Act 1997.
<b>Contract Type</b>	Part time / Time bound contract
<b>Notice Period:</b>	1 month
<b>The Role of Finance Officer:</b>	<p>Job Definition: To support the Director and Board of Directors of Development Perspectives. In carrying out the tasks and job functions, the Finance officer will take instruction from and report to the Director and Board of Directors.</p> <p>Key Areas of Work Overall the Finance officer is responsible for the financial administration and general administration duties of the company.</p>

**Principal Duties & Responsibilities:**

***Financial Management***

- Maintenance and preparation of audit-ready company accounts
- Development and maintenance of financial systems and processes
- Preparing, monitoring and controlling budgets
- Prepare and reconcile bank statements
- Monitor cashflow, and ensure that sufficient funds are always available.
- To complete all contracts and secure invoices as required
- To coordinate all expenses claims
- Issue cheques for all accounts due
- To maintain financial records and keep filing systems up to date
- Provide any other financial information, as requested, and respond to any other financial queries.
- Liaise regularly with budget holders.
- Assist any audit undertake
- Prepare monthly financial statements
- Report financial position to Board as per agreed cycle
- Prepare quarterly reports and report on variances
- Set annual targets for reserves and funding as required
- Liaise with third party payroll administration
- Develop staff salary scales
- Develop staff expenses, travel and subsistence rates and policies
- Assist with funding applications to various bodies for the company's short and long term funding. • Assist in devising and implementing a fundraising plan to secure sponsorship and other alternative funding.

***Company Administration:***

- Managing day to day operations and developing and implementing effective and efficient office systems
- Provide support to the office in all other financial matters
- Attending Executive and General Meetings of the Board
- Maintaining filing and archiving system in the company's office.
- Assist with all duties relating to the general management and administration of the company, including issues relating to insurance, legal and audit, tenancy, company secretarial duties and any other administrative functions normally associated with such a position.
- Assist in the development and management of organisational risk.
- Develop staff contracts, pay scales and specifications.
- In collaboration with the Board of Management develop and maintain company policies

Person Specification:

<b>Factors for Consideration</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• Education to 3<sup>rd</sup> level in an Accounting or Finance related discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in Management/ Non-profit Management</li> <li>• Qualification in Business Administration</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 3 years experience working in the not for profit sector in a similar role.</li> <li>• Experience of monitoring a budget and analysing financial reports.</li> <li>• Experience of company administration</li> <li>• Experience of project management.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of reporting to national and international funders/ donors</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A sound knowledge of financial management and accounting procedures.</li> <li>• Knowledge of the not for profit sector and management of public funding</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the development education sector</li> </ul>

<p><b>Essential Core Competencies</b></p>	<ul style="list-style-type: none"> <li>• IT literacy - computer and digital technology (word processing etc).</li> <li>• Excellent organisational and time management skills.</li> <li>• Excellent communication skills both verbal and written.</li> <li>• Ability to manage a complex workload including meeting deadlines.</li> <li>• Analytical skills to monitor trends and sectoral needs and to read and respond to measurement materials.</li> <li>• Ability to manage projects from design through to delivery and evaluation.</li> <li>• Ability to communicate effectively and develop relationships both within the organisations and with a wide range of individuals and organisations.</li> <li>• Ability to work on own initiative as well as part of a team.</li> <li>• Commitment to excellence.</li> </ul>	
<p><b>Special Competencies</b></p>	<ul style="list-style-type: none"> <li>• Organised, collaborative, outcome focused.</li> <li>• Have a strong empathy with and be committed to the aims of Development Perspectives.</li> </ul>	