

Financial Controller (Fixed-Term Contract)



**MS Ireland
National Office,
80 Northumberland
Rd,
Dublin 4**



About MS Ireland

Founded in 1961, MS Ireland is the national organization providing information, vital services and support to people living with Multiple Sclerosis. Our services include Regional Community Worker programmes, physiotherapy, symptom management courses, newly diagnosed sessions, and the MS Information Line. We also provide a state-of-the-art respite centre for people living with MS in Rathgar Dublin 8.

Contract:

This role is a 12-month Fixed-Term contract.

Reporting to

The Financial Controller is a key member of the Senior Management Team reporting directly to the Chief Executive and as necessary briefing the Board of Directors/Trustees at their scheduled board meetings.

Key duties & responsibilities include:

- Manage the update of our system from TAS Books to Accounts IQ.
- Preparation of monthly management accounts.
- Preparation of annual budgets and ongoing forecasts.
- Meet with individual managers and/or staff to discuss management of budgets and financial information when required.
- Perform forecasts for working capital and future cash flow needs.
- Monitor and control cash flow.
- Design and report on key performance indicators (KPI's).
- Ensure proper books and records are maintained and provide full oversight of regular book-keeping tasks including payroll preparation; banking requirements; revenue requirements; and ad-hoc problem solving.
- Preparation of year-end consolidated financial statements for audit (using SORP Accounting for Charities) and liaising with external auditors.
- Reporting to Funders through preparation of financial returns and adhoc financial reports as required; preparation of funding proposals and submissions; liaising with Funders and preparing information as required.
- Prepare, update, and monitor compliance of internal financial procedures, in line with funder requirements, auditor recommendations and best practice for charities.
- Support the MS Ireland Branch network with Branch Audits, financial and fundraising procedures.
- Risk management oversight.
- Work as part of the senior management team in the development of the rolling strategic plan.
- Carry out ad-hoc assignments as determined by the Chief Executive

The Person:

- Qualified Accountant (ACA, ACCA, CPA) with minimum 7 years' experience in a similar role.
- Experience with the use of accounting packages (Accounts IQ).
- Experience with the use of payroll packages (Megapay in use currently.)
- Highly motivated with excellent communication and organization skills.
- Strong commercial acumen.
- Ability to motivate and manage a finance team of three staff

Benefits

- Salary: €65,000 to €70,000 per annum (depending on experience)
- This role is a 12-month Fixed Term contract full-time position (35 hours per week)
- Hybrid Working
- 25 days annual leave.
- On-site Parking
- Employee Assistance Programme
- Bike to Work Scheme.

If you are eligible to work in Ireland, value an exciting, varied working environment and meet the above requirements, **please send your CV to recruitment@ms-society.ie before 1pm Friday 15th March 2024.**

Please note that shortlisting will apply

MS Ireland is an equal opportunities employer