

FINANCE MANAGER

(Hybrid Role)



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.

Reporting to: Head of Finance

This is a role within the Finance team. The purpose of this role is to meet growing business needs and to support additional compliance responsibilities under SORP Accounting for Charities. The successful candidate will be appointed as Finance Manager and will deputise for the Head of Finance as required.

Key duties & responsibilities include:

- ◆ Assist Head of Finance with preparation of monthly management accounts (posting monthly closing journals, populating Board Pack).
- ◆ Assist with preparation of annual budgets and ongoing forecasts.
- ◆ Support Head of Finance with preparation of year-end consolidated financial statements for audit (using SORP Accounting for Charities).
- ◆ Assist with preparation of financial returns to External Funders.
- ◆ Accounts Payable Function - (Ensuring appropriate authorisation, checking Supplier Invoices & Staff Expenses, Payment Run, Posting Journals, and Supplier Reconciliation) as required.
- ◆ Accounts Receivable Function - (Posting Customer Invoices, Receipts, Bank Lodgments, Bank Reconciliations, Posting Journals, Posting Credit Card Receipts and Debtor Reconciliation) as required.
- ◆ Liaise with the Fundraising Department to resolve queries and provide reports.
- ◆ CEP Scheme - (posting appropriate journals for three schemes and carrying out monthly bank reconciliation) as required.
- ◆ Payroll Function – Carry out monthly Payroll run ensuring compliance with Revenue best practice and process associated monthly wage journal and reconcile Revenue Control account.
- ◆ Carry out ad-hoc assignments as determined by the Head of Finance.

The Person:

- ◆ Accounting experience is essential but not necessary to be qualified.
- ◆ Previous experience working in a finance department for a charity preferable, but not necessary.
- ◆ Knowledge and experience with the use of accounting/payroll packages (TAS/Megapay).
- ◆ Payroll experience is essential.
- ◆ Strong ICT and reporting skills.
- ◆ Excellent communication and interpersonal skills.
- ◆ Ability to work on own initiative.
- ◆ Strong attention to detail.

Benefits

Salary: Good negotiable package to match experience of Candidate

- ◆ This role is a permanent full-time position (35 hours per week)
- ◆ 25 days annual leave per annum, pro rata
- ◆ Hybrid Working
- ◆ Pension
- ◆ On-site Parking
- ◆ 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 28th May 2024**. Please note that shortlisting will apply. MS Ireland is an equal opportunities employer.