



Finance and Administration Manager

Job Description

July 2022

Core Duties and Responsibilities

Management Accounting

- In collaboration with the CEO and Senior Leadership Team, develop the budget for the BirdWatch Ireland and monitor progress by preparing forecasts, facilitating internal scrutiny and making necessary adjustments. Re-profile as required.
- Provide financial information and reports to the Senior Leadership Team in support of monthly monitoring of risks and decision-making including variance reports as required.
- Prepare financial reports to the BirdWatch Ireland Board highlighting key issues for their consideration.
- Oversee everyday accounting data entry, sales and purchase ledger, journal entry, encoding invoices, carrying out bank payments and reconciliations, updating cash management, staff expenses, verification of incoming payments, financial excerpts, operating the accounting system.
- Oversee support to Project Managers to produce project budgets and reports, including monitoring of project expenses and core cost recoveries
- Ensure monthly closing of books and the necessary reconciliations, as well as monthly reporting to the Senior Leadership Team and Board. Oversee end of year procedures including accounting for accruals and work with BirdWatch Ireland auditors on providing the necessary information required for the Annual Accounts and Annual Report.

Governance

- Support the CEO to review and implement BirdWatch Ireland financial policies and procedures, in compliance with legislation, regulation and overall BirdWatch Ireland policies.

- Perform administrative and contractual checks and controls, ensuring compliance with legislation, regulation, and policies, under direction of the CEO. Ensure a culture of good governance is fostered and that any procedural gaps or inconsistencies are raised and addressed.

Contracts and Procurement Tenders

- Prepare and revise contracts and procurement tenders in accordance with the appropriate legislation and maintain the contract database. The database will include contracts for projects and for existing requirements including systems and infrastructure e.g., insurance; fleet cars; time in attendance system and the website

Team Management and Leadership

- Lead a small team consisting of an Office Manager and Accounts Technician; an Accounting Technician Apprentice and an Administrative Assistant.
- Provide support, guidance, appraisals and training as required.
- Ensure the smooth running of the HQ Office in Kilcoole and dispersed smaller offices.
- Play an integral part in the senior leadership team at BirdWatch Ireland contributing views and ideas towards a range of issues including the future strategy of the organisation.

Human Resources

- Oversee human resources administration and support the CEO in reviewing, updating and implementing the BirdWatch Ireland policies and procedures.

Working Relations

- Maintain relations with banks, external consultants and Auditors on all financial matters
- Work closely with all BirdWatch Ireland staff and Board Directors to assist their information needs, including project balances for those managing projects.

Education; Financial Skills and Knowledge

- University first degree or equivalent
- ACA/ACCA or equivalent
- Minimum 5 years' experience in finance, demonstrating capability in technical detail (especially finance)
- Working knowledge of Microsoft Office and Great Plains desirable
- Languages: fluent English essential

Person Specification

- **Leadership Skills**

You should have proven successful experience of leading teams and of creating and promoting a positive culture that reflects BirdWatch Ireland's values. You should be able to provide direction and inject energy and enthusiasm.

- **Planning and Organisational Skills**

You should be well organised used to meeting a range of deadlines and priorities.

- **Communication Skills**

You should have clear confident communication skills able to articulate clearly at meetings and when drafting financial narratives and reports.

- **Analytical Skills**

You should have the ability to make sense from complexity and be able to support your analysis with clarity.

- **Creativity and Initiative**

You should be self-motivated able to work on own as well as in teams.

Location

The Head Office is based in Kilcoole, Co. Wicklow and the successful applicant will be required to provide a regular presence there.

Salary and Hours

It is intended that this role will require between 28 and 35 hours a week but we will be flexible for the right candidate.

Salary will be based on experience and the number of hours worked and is available on application.

Application Method

Please submit a CV and cover letter covering your knowledge, experience and skills against the job responsibilities and person specification to Linda Lennon CEO, BirdWatch Ireland at llennon@birdwatchireland.ie.