

Briefing Prospectus

for the position of

Financial Controller



South Tipperary Development CLG

South Tipperary Development Company

Unit 2C, Carrigeen Commercial Park,

Clogheen Road, Cahir,

Co. Tipperary

052 7442652

recruitment@stdc.ie

www.stdc.ie



An Roinn Coimisce Sóisialaí
Department of Social Protection



The Position

Job Title:	Financial Controller
Location:	Unit 2C, Carrigeen Commercial Park, Clogheen Road, Cahir, Co. Tipperary
Reports to:	Chief Executive Officer (CEO)
Key Responsibilities include	Financial management including reporting to funders and ensuring full compliance with regulatory requirements and accountability for funding received, as well as providing strategic input into the organisations sustainable development.
Remuneration & Benefits:	A competitive remuneration and benefits package will be offered to the selected Candidate.
Hours	35 hours per week
Initial fixed term contract	Permanent contract, subject to funding and to successful completion of a probation period.
Senior Management Team:	Chief Executive Officer Financial Controller Social Inclusion Programme Manager
Closing date for receipt of applications	Thursday July 14 th at 4 pm (Applications by email only to recruitment@stdc.ie)

About

South Tipperary Development CLG (STDC) is a Community Led Local Development Company based in Cahir, Co. Tipperary. It is a voluntary, not-for-profit registered charity overseen by a voluntary board of directors.

We believe in building the capacity of individuals and communities to identify and address their needs. The core values and principles which inform all aspects of our work are:

- **Dignity and Respect** – for all the people and organisations we work with and for
- **Inclusive** – welcoming opportunities to work for all in South Tipperary in particular, the most vulnerable
- **Innovative** – in facilitating communities, enterprises, and individuals to address issues that affect them
- **Partnership** – working with all our stakeholders to achieve the best outcomes for South Tipperary
- **Quality** – striving to achieve excellence in everything we do
- **Sustainability** – working for the needs of this and future generations
- **Transparency and Integrity** – being honest, open, and accountable in all our activities / dealings / work

STDC supports communities, families, individuals, and businesses in South Tipperary through the successful delivery of a range of programmes funded by the Department of Community and Rural Development; Department of Social Protection and the HSE.

Programmes delivered by STDC include:

- Rural Development Programme (RDP)
- Social Inclusion and Community Activation Programme (SICAP)
- Tús Programme
- Rural Social Scheme (RSS)
- National Countryside Recreation Strategy (NCRS)
- Primary Health Care Programme for The Travelling Community (PHCP)
- Early Years Services including a Playschool and Afterschool Service based in Carrick-on-Suir

Further information is available within the website: www.stdc.ie

Role and Responsibilities

Reporting to the CEO in South Tipperary Development Company, the Financial Controller will ensure that the company's internal controls, financial policies and processes, financial management and statutory reports are in compliance with Pobal, Department of Social Protection, Department of Rural and Community Development, HSE and other funders' guidelines, best practices and statutory and regulatory guidelines.

The Financial Controller will also support the efficient day-to-day running of the main office.

This is a full-time fixed term position, based at our Cahir office. Hybrid working arrangements are available by agreement. There is an option to complete the role in 4 days. A probationary period of 6 months is required.

The Financial Controller will join our finance team with 1 support staff . We have 28 employees and have 250 participants as part of our Tús Programme and Rural Social Scheme. Our total income for 2020 was €1.6m.

Key Responsibilities

- Accountability for preparation of financial statements that adhere to generally accepted accounting principles and statutory requirements and accounting standards
- Liaise with external Auditors and ensure yearly audit is completed in a timely manner
- Completion of financial accounts and reports to meet the requirements of the company's funders, its CEO and Board of Directors
- Management of organisation bank accounts including opening and closing of accounts, updating signatories, processing credit card applications, banking on line, as well as general administrative tasks
- Ensures full oversight of regular book-keeping tasks including; payroll preparation banking requirements; revenue requirements; and ad-hoc problem solving
- Management of the organisation's cash flow
- Management of project funding with government and other funding organisations
- Oversight of Corporate Governance, compliance with Charity Regulator Requirements, Lobbying Returns, CRO requirements, Company Insurance policies, etc
- Oversight of Rural Development Projects. Review and sign off on project grant claims

Role on Senior Management Team

- Participate as an active member of the Senior Management Team
- Analysis of financial information to assist in the identification of options for decision making in relation to managing scarce resources
- Preparation and presentation of financial information to the CEO, Management Team on a quarterly basis or as required

- Meet with individual managers and/or staff to discuss management of budgets and departmentalised financial information when required
- Participate in strategic planning with the Management team as appropriate
- Support Managers to manage costs within budget, and compliance with company procurement and purchasing policies, so as to achieve and demonstrate value for money

Funder Management and Compliance

- 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 programme teams with developing cost proposals and funding applications

Compliance

- Keep up to date and understand relevant laws and regulations in relation to the charity sector accounting and governance practices
- Update the Charities Regulator with the required documentation to ensure full compliance
- Oversee company insurance, lobbying returns and risk management
- Oversee compliance with funder tender requirements and prepare tender calls as necessary

Strengthen Controls

- Refine, roll out and monitor internal controls, operating procedures and financial policies
- Ensure monitoring and reconciliation of use of the company Credit card in line with financial procedures

Line Management

- Line manage the finance and administrative support personnel and other staff as may be delegated from time to time

Qualification & Experience

- Accounting qualification with 5 years experience including budgeting, management accounts, departmentalised management accounts, budget versus actual accounting information, payroll
- Knowledge and experience of computerised accounting packages is essential

Skills & Competencies

Preparation of annual accounts using SORP accounting for charities

- IT Skills including a working knowledge of accounting and payroll packages
- Plan and work efficiently to establish priorities and allocates time and effort accordingly, identifying possible obstacles to planned achievement
- Proficiency in the use of Microsoft Office
- Ability to present financial data in an easy and understandable manner to non-financial persons
- Ability to identify systems that will assist in streamlining and simplifying Administration

Decision Making

- Makes decisions on own initiative regarding reasonably complex financial issues under general policy guidelines
- Makes decisions for the organisation on accounting methods and procedures
- Contributes to major decisions at management level
- Solves any problems arising on day to day basis

Communications

- Communicates at all levels of organisation – CEO, Board; Middle Management; and Departments

Equal Opportunity

STDC is an equal opportunities employer and welcomes applications from all sections of the community.

Application Process

- Please send a *letter of application*, outlining why you believe you are suitable for this role, together with your *Curriculum Vitae*
- Applications should be marked “CONFIDENTIAL Financial Controller”
- Applications should be sent to recruitment@STDC.ie by 4 pm on Thursday July 14th
- No late applications will be accepted and canvassing will lead to disqualification
- First round of interviews will take place before the end of July
- Any offer will be subject to satisfactory references and Garda vetting as appropriate
- Please note that referees will not be contacted without your prior permission
- Queries on the role can be emailed to recruitment@stdc.ie