

Parish Finance Manager

Background

The Parish of the Assumption Booterstown is a thriving parish in south county Dublin providing pastoral care and other services to a dynamic and ever-changing community. The Parish has a strong Parish Council, Finance committee and other parish groups to promote the development of the parish.

The Parish has benefited from the recent development of a newly designed Pastoral Centre which provides a modern working environment as well as providing a home to many of the parish activities.

Job Profile

The Parish of Booterstown seeks to recruit a part-time, permanent **Parish Finance Manager** to join our team to manage the entire Finance function of the team. Reporting to the Parish Finance Committee and liaising with the Finance Secretariat of the Dublin Archdiocese, the successful candidate will manage day-to-day finances of the parish, offering support to the Parish Secretary and the Pastoral Centre Manager. This is a part-time role of 20 hours per week over 5 days and flexibility is required to do additional hours during the peak periods.

The successful candidate will have a qualification in finance with 3-5 years of progressively responsible business and supervisory experience; knowledge of accounting principles and practices; proficient with Microsoft Word, Excel and ability to use financial reporting programs such as Accounts IQ; demonstrated ability to set priorities and to organize work effectively, including maintaining effective record keeping systems; strong communication skills, including oral presentation and business writing; ability to compose correspondence and reports; ability to relate well with variety of persons; ability to manage, maintain confidentiality, prioritize and be flexible. The Finance Manager will have primary responsibility to deliver the core financial process to support the work of the Parish, providing accurate and timely management and reporting to enable robust financial control, good decision making and necessary governance to be maintained.

Main duties and responsibilities:

Planning and Reporting: To prepare monthly management accounts, budgets and cash flow forecasts for the Finance Committee and to ensure financial and other returns (including charitable tax returns), as required by the Diocese, Revenue and the Charities Regulatory Authority are made on time;

Oversight and Control: To manage the Finance Team, ensuring the proper maintenance of accounting records and development of good internal financial controls;

Banking and Investment: To manage daily cash flow requirements and transact approved investment decisions.

The statements outlined in this position description are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills that may be assigned. Further details available on request.

Should you wish to apply for this position, please forward a covering letter along with your CV to info@booterstownparish.ie on or before Thursday 17th February 2022.