

Role Specification

Title of position: Finance Manager

Grade: 6

Unit: Finance

Reporting to: Director Finance

Reference: 324

Role Summary:

SOLAS is seeking to recruit a Finance Manager for its Finance Department. Reporting directly to the Director of Finance the Finance Manager will manage the high-level processes related to the SOLAS Management Accounting, ESF, Accounts Payable, Accounts Receivable and Treasury functions in the Finance Department. The successful candidate will work with key SOLAS internal and external stakeholders to ensure and maintain an effective system of processing and internal control. They will ensure prompt responses to internal and external parties and Parent Department. They will ensure that systems and resources relevant to the work of the unit are in place through the management of human, financial and material resources as assigned within the organisation structure.

Key Tasks/Responsibilities:

- Management of the SOLAS Management Accounting Function including preparation of Estimates, Budgets, Forecast Outturns and reporting on same
- Overall responsibility for SOLAS role as Intermediate Body in ESF Matters
- Management of the SOLAS Accounts Payable Process
- Ensure that SOLAS Financial Authority and Procurement Procedures are adhered to relating to all payments
- Ensure that Accounts are paid in accordance with Prompt Payment Legislation
- Management of the SOLAS Accounts Receivable Process and ensure that all amounts due to SOLAS are collected in a timely manner
- Management of the SOLAS Treasury Process including the drawdown of Exchequer and NTF from our Parent Department, including continuous cash planning and forecasting throughout the year and reporting on same

- Provide Funding to ETB and Other Grantees in consultation with Planning and Investment Team and appropriate authorisations
- Prompt responses to Department queries including parliamentary questions
- Prompt responses to FOI requests
- Manage the staff resources for Team
- Participate in the planning and quality processes relevant to the section
- Ensure the Health and Safety of the staff in the Department
- Manage the development needs of the staff in the Department
- Ensure the PDP for the Team is implemented and maintained
- Ad hoc project and query responses
- Other duties appropriate to this post that may be assigned from time to time

Requirements:

Essential:

- An accounting qualification.
- Excellent digital, numerical, written, verbal, communication and presentation skills
- Excellent report writing skills, planning and modelling skills
- Ability to interact and network with a diverse range of people
- Experience of development of systems / processes
- Ability to plan, organise and meet deadlines
- Ability to effectively organise multiple activities to accomplish a range of goals utilising the staff available
- Familiarisation with a modern recognised Accounting System

Desirable:

- Working knowledge of SAP, Data Analytics, Statistical Auditing Methods, PLSS and Tableau
- Knowledge of ESF matters including previous involvement in an ESF Operational Programme