KCYS Finance Officer
Job Description

Location: KCYS Killarney

Reports to: KCYS Finance Manager

The post holder is an exceptional individual who endeavours to make a difference in the lives of young people and their families by promoting a culture of integrity and compliance within KCYS, and by operating in line with our organisational mission, vision and values: Young Person Centred, Inclusive, Respectful, Non-judgemental, Rights Based and Empowering.

Job summary:

To provide a high quality, efficient**,** confidential, and flexible service to the Finance Department. This post requires the utmost professionalism, discretion, and the ability to handle time sensitive information while maintaining confidentiality. The post holder will work as an integral part of the Finance Team and will possess outstanding communication skills, multitasking abilities, and the capacity to anticipate needs and proactively address them.

Key Duties & Areas of Responsibility will include:

Payroll & Statutory Compliance

- Prepare monthly and weekly payroll, including pension payments, revenue returns, and employee expense claims.
- Ensure compliance with all relevant statutory and regulatory requirements.

Financial Accounting & Reconciliations

- Maintain the general ledger and ensure accurate and timely posting of transactions.
- Prepare monthly bank and creditor reconciliations, investigating and resolving discrepancies.

Budgeting & Grant Management

- Monitor and review restricted and unrestricted funds, as allocated to your brief, ensuring accurate reporting of expenditure against grant-funded projects.
- Prepare annual budgets for grant-funded programmes in collaboration with programme leaders.

Reporting & Audit

- Assist in the preparation of monthly, quarterly, and annual financial reports.
- Support annual statutory audits and funder audits, liaising with external auditors as required.

Financial Controls & Governance

- Ensure all work is completed accurately, on time, and in line with required timeframes.
- Adhere to financial controls, policies, and procedures, and recommend improvements where appropriate.

KCYS Organisation Responsibilities

- Actively participate in both internal and external networks, structures, and events relevant to the post
- Identify training needs through your supervision and participate in training opportunities appropriate to the role.
- To prepare for and attend individual supervision on a regular basis.
- Ensure ongoing compliance with organisational policies and practices, GDPR, Safeguarding, Health and Safety and ethical practice in all aspects of the role.
- To undertake other duties as may be requested. This may include involvement in the organisation's events, fundraising, research etc.

Special conditions /Essential Criteria

Qualifications and Experience

- Degree in Accounting, Finance or related field. Part qualified ACCA, ACA, CPA or IATI
- 3.-4 years experience in a similar role essential
- Experience of voluntary & community sector, social enterprise, fundraising, business development or marketing an advantage
- Fluency in English, both written and verbal
- Eligible to work in Ireland

Contract

- 12-month Fixed Term Contract.
- This contract is for 28 hours per week, flexibility required.
- Salary range - €40,000 - €42,500 pro rata, per annum, payable monthly.
- 26 days Annual Leave per annum pro rata.
- 28 days paid sick leave in a 12-month period pro rata, upon successful completion of probation.
- The nature of this post requires the holder is flexible in working hours to cover the operational times of the service. This may involve some evening and weekend work, as required.
- Employment with KCYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration, where applicable and satisfactory reference checks being received.
- This post is subject to a probationary period.

Skills, competencies & attributes

- Clearly understands the role, objectives, and targets and how they fit into the work of the wider organisation.
- Experience of developing and maintaining accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination as required.
- Experience of working to multiple deadlines, with attention to detail and accuracy.
- Excellent problem-solving skills and the ability to think proactively.
- Researches thoroughly, consulting appropriately to gather all information needed and is applicable to policy development, service development and legislation in a charity/youth service provision.
- Strong organisational skills and the ability to prioritise multiple tasks.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong interpersonal and communication skills, both written and verbal.
- The ability to work independently and as part of a team.
- A positive attitude and a willingness to learn.
- Must be flexible and prepared to work outside normal office hours as required.
- Has the ability to think logically, use initiative and work with minimum supervision.
- Through leading by example, fosters high standards of ethics and integrity.
- Ability to adapt to a fast-paced and dynamic work environment.