



Job Description

Finance Manager

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| TEAM: | Corporate Services |
| GRADE: | £43,237 - £45,770 per annum |
| REPORTS TO: | Director of Corporate Services |
| STAFF RESPONSIBILITIES: | Finance Administrator (2) |

ABOUT US

We are a unique all island economic development agency and our mission at InterTradelreland is to provide leadership, advice and support to businesses across the whole island and help them maximise export growth opportunities through greater cross-border collaboration, innovation, entrepreneurship, and trade. With over 20 years' experience supporting thousands of SMEs, we have a deep and practical understanding of how to help businesses address challenges and take advantage of new growth opportunities.

We are now looking for a **Finance Manager** to join our team. The successful candidate will report to the Corporate Services Director and will have a key role in InterTradelreland. They will have responsibility for the management and further development of the Body's financial and budgetary control systems, ensuring integrity and propriety in managing the finance and accounting functions. They will be required to produce financial management information including preparation of detailed monthly and year end accounts and general accounting and auditing duties.

WHAT'S IN IT FOR YOU?

- We have big ambitions and we want you to help shape our future. Join our team and support the growth of economic development on the island of Ireland.
- Enjoy flexible working arrangements, including flexi-time and a blend of office and remote working, 30 days annual leave, the security of a permanent role, as well as an attractive pension package.
- Be part of a team that values flexibility, honesty and integrity and one which supports your professional growth, personal learning and development.

KEY DUTIES AND RESPONSIBILITIES

- Preparation of monthly management accounts, year-end accounts and relevant Board papers to reporting deadlines, using the Body's accounting system.
- Management and development of the accounting system (Integra), including the overseeing of financial data input and processing to ensure timely and accurate reporting of information; the resolution of queries/issues which may arise, and the ongoing development and upgrades of the system.
- Management of the Integra purchase ledger, to include preparation and checking of payments to ensure that targets for prompt payment are met and dealing with supplier and internal staff queries in a timely and professional manner.
- Manage the finance team staff and support their ongoing development and provide finance training and support to other colleagues as required.
- Liaison with external and internal auditors and providing information and explanations to ensure timely completion of audits.
- Completing other finance duties as required e.g. provision of financial management information to Board, directors and managers of the Body; monitoring of banking arrangements and accounts; and completion of returns for government departments.
- Ensuring that all financial transactions are undertaken in accordance with internal financial systems and procedures, and also best practice financial procedures from both jurisdictions and assist with maintenance of the Body's financial, governance and compliance policies and procedures.
- Contribute to the development, upgrade and integration of the Body's financial and information systems in conjunction with other staff.
- Assist with financial assessments, and participate in assessment panels, for applicants to InterTradelreland programmes.
- Ensure compliance with InterTradelreland's employment and equality policies and procedures at all times, and to undertake the duties of this position in an inclusive, fair, safe and respectful manner.
- Undertake any other duties as may be required by the Corporate Services Director.

The above is given as a broad range of duties and is not intended to be a complete description of all tasks.

PERSON SPECIFICATION

Educational and Professional Qualifications

| Essential Criteria | |
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| Qualified accountant and current member of one of the following (or equivalent), CAI, ICAEW, ICAS, ACCA, CIPFA, CIMA; | |

Previous Experience/Training

Evidence of the following criteria will be assessed via the application form **and/or** interview process.

| Essential Criteria | Desirable Criteria |
|---|---|
| 3 years' experience of working in an accounting, finance or audit environment – within this period, experience must include the management of staff, preparation of management accounts and budgets using contemporary accounting packages. | Experience of a government or public sector accounting environment. |
| Experience in the management and development of an IT based accounting system. | |
| Experience of corporate governance and risk management practices and procedures; along with their application. | |
| Be able to demonstrate strong technical skills in Microsoft Word, Excel, and database packages. | |

REQUIRED COMPETENCIES

Below is a full list of the key competences for a Manager grade which will be assessed via the application form and/or interview process.

- Strategic Awareness and Vision
- High Performance and Delivery of Results
- Leadership and People Management
- Internal and External Relationships and Communication
- Commercial Awareness