



An Cosán is currently seeking a talented **Finance Officer** to join our team.

This role is responsible for providing financial reporting and financial information key to the decision-making process in An Cosán.

The Finance Officer will operate within the ethos, values, policies and procedures of An Cosán, particularly in relation to Equal Opportunities.

Job Title:	Finance Officer
Reports to:	Finance Manager
Contract:	Permanent 39 hr week – flexible days & hours an option
Probation:	9 Months
Location:	Tallaght, Co Dublin
Salary:	€45,973 - €52,868, depending on experience and based on a 39 hr week

An Cosán

An Cosán (Irish for 'The Path') is Ireland's largest community education organisation. The mission of An Cosán is to bring about social equality and an end to poverty through community-based adult education, the provision of early years supports, wrap around counselling services, and empowering social enterprise development. Over the past three decades, we have supported over 18,000 people to reach new pathways to empowerment via community education. Using innovative technology to deliver virtual access to its range of learning programmes An Cosán now reaches communities across Ireland.

The Role

This role is responsible for the integrity and accuracy of financial reporting and financial information relied on in the decision-making process by the Finance Manager and ensuring it is produced in accordance with best practice. Key to the role is the ongoing development, promotion and delivery of Finance Support Services (e.g., Management Accounts, Annual Budget, Audit preparation) for the organisation. Reporting of monthly, quarterly and / or annual activities to management and statutory bodies and funders, in line with contractual requirements is also a critical part of this role.

Key Responsibilities

- Prepare the monthly management accounts and forecasts and weekly cash-flows for the Finance Manager.

- Support the preparation of the annual budget in collaboration with the Finance Manager.
- Monitor and control budget lines on a monthly basis, specifically addressing budget variances and calling any issues to the attention of the Finance Manager.
- Preparation of the year end management accounts.
- Manage the deferred income, receivables, control accounts, recharges, IBB and supporting records to ensure all transactions are recorded accurately and in a timely manner.
- Preparation of budgets for grant and funding applications.
- Prepare financial returns for all relevant funding bodies.
- Keep up to date with all current accountancy practices i.e., Charity Law, SORP
- Attendance at monthly Finance and Risk Committee meetings as required.
- To carry out any other duties consistent with the role of Finance Officer as requested by the Finance Manager.

Essential Skills and Core Competencies

- Excellent technical accounting and analytical skills
- Ability to take ownership and drive issues through to completion
- Strong communication and interpersonal skills
- Problem identification and solving skills
- Project management capabilities
- Initiative, determination and attention to detail
- Ability to work under pressure and to tight deadlines
- Good organisational skills including time management
- Excellent team player

Experience and Knowledge

Essential

- ACA/ACCA/CIMA/CPA qualified
- At least 3 years previous experience in a similar role
- Strong management accounting and financial reporting experience
- Proficiency in Sage 50 accounting package
- Excellent IT skills with MS Office, including Excel

Desirable

- Experience of an environment with multi-funding streams
- Experience with CRM systems
- Experience working in a not-for-profit organisation would be an advantage.

- Affinity with and understanding of the importance of engaging learners and communities in realising their potential as equal members of a socially just society.

Application Process:

Please email the following documents to jobs@ancosan.ie with subject line clearly marked **Finance Officer** role:

- Cover letter
- Curriculum Vitae
- Completed Application Form

Closing date for applications is 17:00 on Thursday, 26th August 2021.

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