



Job Description Finance & Office Manager

*Kerry Respite Care are looking to fill the position of Finance & Office Manager
Fixed term post 12 months 24 hrs per week with possible extension
Salary depending on experience*

Purpose of Position

The Finance & Office Manager will work closely with the Management of Kerry Respite Care to oversee the finances of the organisation and ensure the effective running of the office to support delivery of services provided by Kerry Respite Care to individuals we support.

Job Description

Overall responsibility for the day-to-day oversight of finances and office administration on behalf of Kerry Respite Care as directed by the Manager. Kerry Respite Care CLG is a company limited by guarantee with a county wide remit. The Board of Kerry Respite Care CLG is made up of a voluntary management committee. Kerry Respite Care provides home care services to older people, people with disabilities and long-term illnesses. We are dedicated to helping people remain living at home independently and to supporting those caring for a friend or relative at home.

Responsibilities

The role encompasses duties as listed below but may evolve due to the nature of the work and needs of the organisation:

- Preparation and presentation of annual budgets to Manager and Board of Directors
- Monitoring of budgets, income, expenditure and other financial activity in collaboration with Accounts Executive and other staff. Carry out duties in absence of Accounts Executive
- Examination of all costs and investigation of variances
- Liaison with Pobal on financial and reporting requirements, ensuring they are adhered to
- Liaison with HSE on financial matters regarding HSE Clients and High Support
- Participation in Board Sub-Committees (e.g. Finance, Fundraising) as required and performance of company secretary duties (calendar, meeting materials, minute taking)
- Preparation and presentation of monthly Income & Expenditure reports and supporting documentation to Finance Subcommittee requirements
- Preparation and presentation of finance reports/updates to Finance Subcommittee and Board of Directors including but not limited to: Budget, Income and Expenditure Reports, Debtors, Bank Reconciliations, Management Accounts, projections and cash flow
- Monitoring of Debtors prioritising overdue Debtors
- Liaising with the Bank, Auditors and Revenue office
- To coordinate the day-to-day running of the office in collaboration with the Manager.
- To oversee general administration including preparation of reports and administration support to the Manager and Board such as minutes of meetings, scheduling of meetings, finance and office policies and procedures
- To keep internal policies and procedures up to date (e.g. GDPR, Health & Safety)



- To research and prepare grant applications in association with the Manager
- To manage all supplier accounts, including insurance, and ensure best value for money
- Ensure all details on Charity Regulator up to date including Annual Report and compliance
- To ensure that an efficient filing system is maintained in the office
- To carry out the payroll in the absence of the Accounts Department
- To attend such training as deemed necessary by the Manager or Board of Directors
- To carry out other agreed duties as directed by the Manager or Board of Directors

Skills, Competencies & Attributes

- Proven financial management, analysis, reporting skills
- Excellent organisational, communication, interpersonal and teamwork skills.
- Ability to maintain effective working relationships with stakeholders
- Proficiency in technology and computer applications such as Microsoft Office, Finance
- Ability to effectively plan and prioritise tasks while remaining adaptable and prepared to work outside normal hours as required
- Analytical and problem-solving skills
- Ability to think logically, use initiative and work with minimal supervision
- HR management skills
- Commitment to confidentiality, data protection, and ethical practice.
- Commitment and adherence to Kerry Respite Care values.
- Fluency in both written and spoken English.
- Eligible to work in Ireland.
- A team player who can work independently

Knowledge & Experience

- A 3rd level qualification in accounting or similar is required
- Previous leadership experience working in an office environment is required
- Knowledge of office IT systems, in particular financial systems, is required
- Experience of working in a healthcare or charitable organisation would be an advantage

Personal Attributes

- Cultural awareness and sensitivity
- Sound work ethics
- Consistent, fair, compassionate and understanding
- Flexible, adaptable and able to work effectively in a variety of settings
- Professional, ethical, respectful of confidentiality