



Cycling Ireland (CI) is the National Governing Body for Cycling on the island of Ireland. Our Head Office is based on the National Sports Campus, Blanchardstown, Dublin 15. For further information, please visit our website www.cyclingireland.ie to read more about our strategy and our progress today!

Job Description – Finance Manager

Reporting to the Chief Executive Officer, the Finance Manager will provide a value added service to Cycling Ireland Team by measuring and promoting financial and quality performance, assuring the integrity of financial results and ensuring the effectiveness of internal cost controls and compliance with all statutory obligations. This role will also have a strong emphasis on budgetary control and ensure the effective and efficient usage of Finance systems across the organisation.

Responsibilities

The principal responsibilities associated with the role include, but are not limited to:

- Preparation and presentation of monthly accounts on a timely basis as well as developing a suite of KPIs and other financial reports to assist decision-making.
- Preparation of year-end accounts to meet strict AGM deadlines.
- To provide financial information to the CEO & Board as required to aid decision-making process.
- Develop and manage the production of the annual operating budget and initiate corrective action where performance falls behind budget.
- Ensure financial records are maintained to ensure compliance with accepted policies and best practice procedures.
- Prepare and implement an ongoing Cost Reduction Program to include regular tenders for key suppliers.
- Resolve accounting discrepancies and irregularities.
- Maintain a Fixed Asset Register and register of Maintenance Contracts.
- Oversees the annual renewal of the insurance policies.
- Prepares all the financial documents for the annual audit and works closely with the external auditor.
- Manages all the financial elements of the membership subscriptions including issuing, setting up of direct debits and issuing of outstanding letters/phone calls for overdue payments.
- Responsible for any financial tasks that the CI need to be carried out e.g. the application of grants, government supports etc.
- Preparation of Monthly and Annual PAYE/PRSI and VAT through ROS, ensuring all taxes are paid and reported to Revenue on time.
- To ensure employee and employer pension contributions are paid into the pension scheme correctly and on time.
- Preparation of payroll, both weekly and monthly, for all employees of the CI and ensure adequate control procedures are implemented
- Ensure effective delegation of work to the Assistant Accountant, managing workloads and deliverables.
- Develop a strong working relationship with the CEO and the other Heads of Units, working with them to achieve stated CI goals.

- Highlight identified risk issues and matters of concern to the CEO.
- Recommend, develop and maintain appropriate computer software systems, manual filling systems and database (financial, supplier, membership etc.) and ensure relevant and appropriate records are maintained.

Knowledge & Experience

- Minimum of three years' experience as a Finance Manager, or a position of a similar standard. This role would also suit someone with 2-3 years post-qualification experience who is looking to move into a more senior role.
- Qualifications: Qualified Accountant (ACE, ACCA, CIMA, CPA or equivalent) with at least 2-3 PQE
- Experience in using proprietary computer software systems such as Sage, Internet Banking, and databases are desirable. Strong Microsoft Word and Excel skills are essential
- The successful candidate must act with integrity, be reliable and trustworthy.
- The candidate should be able to demonstrate a high degree of initiative, strong interpersonal and excellent communication skills.
- To be able to work as part of a team and independently.
- The Finance Manager will be part of the operational management team and will provide input in the running of the CI.

Undergo continuous professional development to ensure you are continually improving your financial knowledge as well as your leadership and management skills

Critical Competencies:

- Results Orientation
- Leadership
- Technical / Professional Knowledge
- Problem Solving and Analysis

About the Benefits

Remuneration will be dependent on experience and skills relevant to this job description. The post is full-time at 39 hours per week (0900-5.30pm) with a performance review after six months. The post is Dublin based with travel as appropriate.

How to Apply?

Applications must be sent by email with the subject line of **[ATTN: Finance Manager]**.

When applying by email, please provide a letter of introduction detailing your skills and experience relevant to the role and your Curriculum Vitae outlining your skills and work experience not later than 5 pm on **Friday, February 18th 2022** to the Cycling Ireland at Exec@cyclingireland.ie

Cycling Ireland is an equal opportunity employer, celebrating diversity and championing inclusivity. If you require any reasonable accommodations to assist you in participating in the employee selection process, please simply let us know. We heartily encourage all interested parties to apply!