



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](http://www.cyclingireland.ie) to read more about our strategy and our progress.

### **Job Description – Finance Manager**

Reporting to the Chief Financial 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 the 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.
- Prepare and implement an ongoing Cost Reduction Program to include regular tenders for key suppliers.
- Resolve accounting integrity.
- Maintain the Fixed Asset Register and register of Maintenance Contracts.
- Oversee the annual renewal of the insurance policies.
- Prepare all financial documents for the annual audit and work closely with the external auditor.
- Responsible for any financial tasks that the CEO needs to be carried out e.g., the application for grants, government supports etc.
- Preparation of Monthly payroll and related tax and pension submissions.
- Ensure effective delegation of work to the Accounts Payable team, 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 CFO.
- Recommend, develop, and maintain appropriate computer software systems, manual filling systems and databases (financial, supplier, membership etc.) and ensure relevant and appropriate records are maintained.

## Requirements

- The role will suit a qualified accountant (ACCA, ACA, CPA etc) with at least three years PQE or an Accounting Technician (IATI or similar) with at least ten years' experience.
- Minimum of three years' experience as a Finance Manager or a position of a similar standard.
- Experience in using proprietary computer software systems such as Sage, Internet Banking, and databases is essential. Strong Microsoft Office skills are essential.
- The successful candidate must act with integrity and be reliable and trustworthy.
- The candidate should be able to demonstrate a high degree of initiative, strong interpersonal and 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 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

## Further Information:

The post is full-time with a performance review after six months. The post is Dublin-based, Hybrid working is available with occasional travel as appropriate.

- Salary is dependent on experience.
- Pension
- Flexible working hours

## 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, July 21<sup>st</sup> 2023** to Cycling Ireland at **finance@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!*