

**Job Description**

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| **Job Title:** | IJI Finance Officer |
| **Organisation:** | Irish Jesuits International |
| **Location:** | 20 Upper Gardiner Street, Dublin 1, D01 E9F3 |
| **Contract Duration:** | 6 months probation on an initial 2 year contract, with view to permanency |
| **Start Date:** | February 2022 |
| **Reports to:** | IJI Operations Manager |
| **Type of Employment:** | 3 days per week or 21 hours per week |
| **Salary:** | Depending on Experience |

**Overview:**

This is an exciting opportunity to join the international agency of the Irish Jesuit Province. Irish Jesuits International (IJI) is a registered charity which supports education, health and well-being, protection and resilience programmes in in Africa, Asia and the Middle East. Our partners include Jesuit works and Jesuit run development projects within Jesuit Provinces and partners including Jesuit Refugee Service (JRS). Last year, we supported 140,890 individuals through 28 development projects in 14 countries.

**Key objectives of the role:**

This important role within the IJI is to ensure best practice in the management of IJI finances, ensure adherence to charity standards and institutional donor compliance.

**Duties:**

***General***

* Process all invoices received including approval for payment on a monthly basis.
* Post all monthly journals in an accurate and timely manner.
* Prepare quarterly Management Accounts for review.
* Management of the QuickBooks accounting system.
* Maintain and update the Fixed Asset Register.
* Prepare monthly Payroll for approval and submit all associated returns.
* Process the monthly payroll and revenue returns.
* Process regular Payments to partners and suppliers for approval.
* Engage with Partners and suppliers to confirm receipt of funding.
* Ensure expenses are appropriately supported and paid on a timely basis.
* Ensure all transfers to Partners are accompanied with itemised breakdowns of grant names, codes and amounts and circulated to senior management and finance represents of the relevant Partner.
* Update the Programmes Database to indicate the transfer status of individual grants
* Prepare monthly Bank Reconciliations.
* Prepare monthly Salesforce CRM Reconciliations with the Administrator on donations received
* Prepare the Annual Budget for approval
* Prepare quarterly Forecasts and reports for the Board of Advisors and Trustees.
* Prepare of the annual Financial Statements in compliance with SORP.
* Assist with the preparation of reports (Annual, Directors, Trustees, Board of Advisors, Donors, etc.).
* Liaise with Auditors (both partner and statutory) as required to ensure timely completion of audits
* Liaise with Donors and Partners in relation to the provision of financial information as required.
* Report to CRA as required
* Support other team members in financial matters and secure value in use of resources.
* Monitor and oversee Supplier Contract renewals.
* Develop an IJI Finance Manual and ensure it is up-to-date.
* Annually review and update the IJI Risk Register
* Annually review and update the Charities Governance Code Compliance Form
* Apply for the Revenue donation scheme annually
* Any other duties as assigned by the Operations Manager or Director.

***Small Grant Fund***

* Manage the IJI Small Grant Fund with two annual funding rounds for Partners to apply to
* Engage with Partners to ensure proposals are fully and accurately completed
* Present Small Grant Proposals to the Operations Manager and Roving M&E Advisor for their recommendations
* Present the Small Grant Proposals and recommendations to the Small Grant Committee for approval
* Prepare Small Grant Committee reports

***Partner Grant Compliance***

* Review each partner financial report of Actual vs Budget and ensure its accuracy and compliance with donor requirements
* Conduct remote desktop financial transaction checks with Partners on grants over €30,000.
* Engage with Partners to ensure financial standards are met in applications, reports and monitoring practices.
* Engage with Partners to ensure compliance in relation to pre-approvals for +/-10% variances on grants
* Check Partner Financial Reports against their external Audit Reports and confirm if the audit is ready for submission to external donors
* Ensure follow-up actions and recommendations (internal and external) with Partners are implemented in a timely manner

***Legal Management***

* Ensure appropriate insurance is in place
* Liase with solicitors as required
* Liase with bankers as required, including completing new mandates on change in Trustees

***Human Resources***

* Maintain up to date employee annual and sick leave information
* Keep employees informed in relation to the pension fund
* Ensure employment contracts are up-to-date
* Engage with Province HR as requested in relation to contract updates

**Skills & Attributes:** Essential

* A recognised professional accounting qualification (ACA, ACCA, CIMA, etc.), finalist or an accounting degree.
* Minimum of three years relevant work experience.
* Strong track record of consistently delivering on time
* Ability to prioritise and manage tasks whilst consistently maintaining accuracy and attention to detail.
* High degree of analytical, conceptual and problem-solving skills.
* Strong communication, relationship management and interpersonal skills (face to face and virtually).
* Excellent organisational skills with the ability to meet deadlines and ability to work on own initiative
* Fluency in written and spoken English.
* Proficiency in using accounts and payroll packages
* Excellent knowledge of MS Office, in particular Excel (Intermediate to Advanced)

**Skills & Attributes:** Desirable

* Experience in the NGO/charity sector.
* Overseas experience in an international development context.
* Prior auditing experience.
* General knowledge of compliance with relevant donor reporting guidelines.
* Previous experience in using Salesforce.

**Accountability to IJI:**

* Commitment to the values, ethos, goals and work of IJI
* An affinity with missionary development work.
* Uphold and strengthen at all times the strong reputation of IJI and ensure integrity, credibility and transparency in all activities.
* The role holder will be garda vetted and required to adhere to the Irish Province Safeguarding Policy for Children.

**To apply:**

Please submit your CV and cover letter to [jobs@iji.ie](mailto:jobs@iji.ie) with ‘Finance Officer’ in the subject heading, attention to the Director, by closing date 10th Jan 2022.