



The Foundation for Investing in Communities (incorporating Business in the Community and The Community Foundation for Ireland)

- *Business in the Community is the network for responsible and sustainable business.*
- *The Community Foundation for Ireland is a leading organisation dedicated to promoting and growing philanthropy in Ireland.*

JOB VACANCY: FINANCE AND OFFICE MANAGER

This is an excellent opportunity to join a fast growing organisation leading the development of sustainability and philanthropy in Ireland. We are seeking an experienced and dynamic Finance and Office Manager to join our management team and develop, lead and communicate on all aspects of our finances, operations and governance. This role will report financial information to our Boards, comprising some leading business leaders in Ireland, our philanthropic donors, member companies and government funders of our work.

This is a full time role and based in Dublin City Centre

Salary band: €58,000 - €66,000

Primary Responsibilities:

- Management Accounts
- Financial Accounting
- Finance, Audit, Investment and Governance (FAIG) Committee
- Sustainability Accounting
- Member of the Management Team

- Project Accounting
- Accounting for Grants
- Manage a Team
- Bank and Cash
- Information and Communication Technology (ICT) Systems
- Company Secretarial
- Office Management

The ideal candidate will have:

Essential Qualifications and Knowledge:

Education/ Qualification/ Knowledge

- Professional accounting qualification (ACA/ACCA/CIMA/CPA qualified). Note: must be fully qualified
- Fluent written and spoken English
- Proficient in the use of MS Office applications and computerised accounting packages e.g. Exchequer
- Knowledge and experience of creating an automated interface between Accounting, IT and Communications systems
- Knowledge of sustainability

Experience

- 5+ years post qualification experience in a similar senior level role

Skills/ Personal Attributes

- Excellent communication skills.
- Good training and coaching skills
- Energetic and takes initiative.
- Self-motivated.

- Pays attention to detail
- Excellent organisational skills
- Meets deadlines.
- Ability to multi task and prioritise
- The ability to manage projects from initiation to completion.
- Great interpersonal skills.

Applicants should be legally entitled to work in the EU.

Please e-mail your CV and covering letter to Cristina Morales, HR Executive;
cmorales@bitc.ie

Closing date for receipt of applications is **5pm, Monday 6th February.**
First round interviews will take place on Friday the 10th February and final interviews the following week.

The Foundation is an equal opportunities employer and promotes a policy of continuous personal and professional development among its staff.

The Foundation has a policy of interviewing candidates with disabilities who meet the essential criteria.