

Job Title	Management Accountant
Responsible To	Director
Location	Dublin Office
Hours	35 Hours Per Week
Overall Purpose	Responsible for creating an effective financial control environment as well as directing and overseeing all aspects of the Finance, Accounting, Commercial and Procurement functions for FFI and KAC. Key tasks will include management of annual audits, tax compliance, improving cash flow and reporting to external stakeholders

Core Tasks:

- Managing the key functions of the finance team – accounting, sales ledger, purchase ledger, payroll, procurement, banking - ensuring that efficient and robust policies are implemented, as well as providing the highest level of customer service to the wider business.
- Liaise with the FFI Director to formulate budgets and forecasts in line with business plans and the overall targets agreed by the board.
- Management of working capital cycle, through regular target setting and preparation of monthly cash flow reports and forecasts. Lead on local banking relationships.
- Produce timely and accurate consolidated monthly management accounts in Sage 50 to include bank reconciliations, calculating and posting of journals (salary, accruals, prepayments, depreciation etc), account reconciliations, trial balance, P&L and Balance Sheet including provision of financial commentary to improve decision making.
- Identify any errors within the agency's accounting records and inform Director of same, taking the necessary remedial action.
- Ensure that all administrative expenditure and budgets are monitored and that a cost-effective approach is taken to all expenditure.
- Oversight of recording and coding of all purchase invoices/credit notes, ensuring that all purchase invoices/credit notes are correctly validated and approved.
- Oversight of the supplier payment runs, ensuring that all creditors of the business are paid within agreed payment terms.
- Post purchase invoices/credit notes accurately in Sage 50 Accounts as required
- Oversight of the agency's carer payments system ensuring prompt and accurate payments to foster carers are made by the accounts assistant.
- Prepare PAYE, VAT and RCT returns and reconcile to Balance Sheet & payment via ROS
- Overseeing the accounts payable function.
- Ensure all sales invoices, receipts and retentions are up to date
- Manage debts of concern and taking appropriate action.
- Liaise with external auditors on matters relating to year end accounts, providing information to as required
- Maintain the fixed asset register
- Provide line management to the accounts assistant and demonstrate effective management in accordance with company policy and procedures
- Evaluate the effectiveness and performance of the accounts assistant in line with company policy.
- Preparation of financial reports as required by senior management
- Support the CEO & Group FC on company related finance projects
- Provide commercial advice and support including customer liaison, pricing strategies and tenders.
- Assist in the continuous improvement, development, modification and implementation of financial systems and processes.
- Produce reports in Microsoft Word and Excel in relation to agency expenditure and supply costs.
- To attend and participate in team meetings, training courses, supervision sessions and appraisals punctually and well prepared, as appropriate and when required.
- Maintain strict confidentiality in relation to the work undertaken.
- Undertake additional specific administration tasks, as directed by the Senior Management Team, directly related to the post.
- To be aware of and adhere to policies and procedures set down by the company, which are appropriate to the position.

Additional Duties:

Due to the nature of certain job roles, the actual hours of work may differ from the standard Monday to Friday, 9am to 5pm and you will be expected to work in a flexible way and provide additional working time where necessary when tasks not specifically covered in the job description, have to be undertaken. For some posts, such as those directly working with carers and children or young people, this may include working in the evenings or at weekends on occasions.

1. The post holder will respond sensitively and professionally to the children, young people and families who work with FFI.
2. The post holder will be expected to undertake training and development deemed necessary for the pursuance of the post.
3. The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use company electronic systems effectively.
4. The post holder will be expected to ensure that Health and Safety is observed in the course of employment.
5. The post holder will be expected to ensure and comply with Equal Opportunities Policy and Procedure in all employment practices.
6. The post holder will be expected to comply with the no smoking policy in place.
7. The post holder will be expected to work effectively as part of the FFI team.
8. The post holder will be expected to participate in the development of FFI to meet its aims and objectives.
9. The post holder will be expected to uphold and promote the professional image of FFI and the Key Assets Group at all time.
10. The post holder will be expected to adhere to the principals of the Data Protection Legislation.
11. The post holder will be expected to demonstrate that the Key Assets values are at the centre of all they do.
12. The post holder will be expected to promote and maintain positive anti-racist, anti-sexist and multicultural practices.
13. Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the Director informed of work in progress and informs the Director immediately of any child protection matter or serious complaint. Ensuring compliance with Child Protection Procedures with special reference to Children First Guidelines, Children First Act 2015 and reporting procedures.

Please see full Person Specification below

Fostering First Ireland – Person Specification for Management Accountant

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

	Essential (E) Desirable (D)	Evidenced
Qualification		
A recognised Management Accountant qualification through ACCA, CPA or ACA	E	Application
Experience		
At least 2 years' post qualified experience in a similar role	E	Application /Interview
Experience in preparation of management accounts to include bank reconciliations, trial balance, P&L and balance sheet	E	Application /Interview
Experience in using Sage 50 or similar software	E	Application /Interview
Experience in preparation of PAYE, VAT and RCT returns	E	Application/ Interview
To be able to evidence an understanding and practical application of the use of IT and electronic communications, including the use of Microsoft Excel and Word	E	Application /Interview
Experience in managing debts of concern	D	Application
Experience of working with external auditors on matters relating to year end accounts	D	Application
Experience of working in social services, welfare or care environment	D	Application
Personal Skills		
You will have an enthusiastic approach to work and excellent communication skills	E	Interview
Flexibility to work under pressure and handle changing priorities and deadlines	E	Interview
Ability to communicate effectively with people at all levels	E	Interview
Work efficiently and possess good accuracy and attention to detail	E	Interview
Strong drive and energy, ambition to succeed and strong interpersonal and organisation skills	E	Interview
Ability to work under minimal supervision, to make decisions and act on own initiative	E	Interview
You will have a professional demeanour with excellent customer service skills	D	Interview
Demonstrate a willingness to learn about the agency and the environment within which it operates	D	Interview
Miscellaneous		
An appreciation and commitment to Health and Safety issues in the workplace	E	Interview
A commitment to Equal Opportunities in all work practices	E	Interview