



JOB DESCRIPTION – Finance and Admin Officer

Job Title: Finance and Admin Support Officer	Location: Dublin
Reports to: Suas General Manager	Department: Operational Support
Salary: €25,000-28,000 pro rata	Contract: Part-Time (2.5 days per week)

SUAS BACKGROUND

Suas Educational Development is an ambitious, education-focused social change organisation that supports programmes in Ireland, India, Kenya and Zambia. Our vision is a world where all young people are given the opportunity to realise their full potential in life and go on to create positive change in their society. We have two main strands of work: we work with partner schools and organisations to improve literacy outcomes for children in disadvantaged communities, and we also seek to increase third-level students' awareness, understanding and action on a range of development issues including education.

We are at an exciting stage in our development and are looking to hire a Finance and Administration Support Officer to support the general and financial administration work of the organisation.

I. JOB SUMMARY

The Finance and Administration Officer reports directly to the Suas General Manager (GM) and has technical reporting lines to the STAND General Manager. The officer will work closely with Suas' external finance support team to fulfil Suas' finance function. The incumbent is responsible for the proper implementation of financial procedures in all Suas programmes and operations. The incumbent is responsible for overseeing and maintaining effective and efficient accounting and financial records for the office. He/she is responsible for preparing financial reports for management, preparing the payroll and maintaining accounts payables. In addition, the incumbent is responsible for support in the management of human resources and the office administration.

Suas Educational Development is a Registered Charity CHY 14931 Company Registration Number 362631

Board: David Moffitt (Chair), Ronan O'Loughlin, Sarah Gibney,
Shane Twomey, Niamh De Loughry, Ciara O'Callaghan.

Registered Office: Floor 1/2 Unit3, Whitefriars, Aungier St., Dublin 2, Ireland.

Tel: 01 662 1400 • Email: info@suas.ie • www.suas.ie

II. RESPONSIBILITIES

In accordance with Suas approved policies and procedures, the employee:

	Responsibilities	Time %
1.	<p>Financial planning, management and reporting</p> <ul style="list-style-type: none"> • Works closely with Suas' General Managers and external finance team to fulfil the finance function for the organisation and ensure Suas is adhering to applicable law and accounting standards. • Ensures that all staff are familiar with company financial policies and procedures and their roles and responsibilities in relation to financial management and accountability • Participates in yearly financial planning; supports the programme teams in the preparation of proposal and operational budgets and provides constructive feedback on budgets/forecasts • Supports the preparation of management accounts on a monthly/bimonthly basis to support effective programme management and delivery and manage cash flow • Supports the preparation of custom reports for donors and managers as necessary as well as any donor audits • Supports the preparation of statutory reports and the completion of the annual financial audit including preparation of files for auditors to review and responses to auditor queries/requests. • Monitors performance against budget and contracts and provides and alerts managers of necessary contractual or management actions based on that review • Identifies financial tracking and analysis tools as needed to support decision-making and on-going management review 	25%
2.	<p>Financial administration</p> <ul style="list-style-type: none"> • Arranges for the payment of suppliers and prompt invoicing for services provided by the organisation • Coordinates with external agency to perform pay runs on a monthly basis and maintains appropriate records • Ensures Suas complies with all tax administration on a timely basis 	40%

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	<ul style="list-style-type: none"> • Tracks income and completes necessary follow up actions in coordination with GMs including preparation of acknowledgement letters etc. • Maintains up-to-date complete finance files; assists external finance team with processing of financial transactions in the accounting software (Sage) through correct coding of income and expenditure • Oversees routine banking services including collecting bank statements, making bank transfers, depositing and withdrawing cash and preparing bank reconciliation statements at the end of the month where necessary • Maintains computerised accounting records and related supporting paperwork, to comply with the Companies Acts • Follows up on inventory control and assets management • Assists with procurement processes and contracting services • Assists with the management of office facilities 	
3.	<p>Human resources management</p> <ul style="list-style-type: none"> • Works closely with the GMs to fulfil the HR function for the organisation and ensure Suas is meeting its obligations as an employer and provider of volunteering opportunities • Coordinates staff recruitment and selection processes and ensures all contracts accurately reflect the employment relationship and are renewed/signed on time. • Supports with regular performance appraisal of staff and provision of training opportunities as appropriate. • Assists with volunteer recruitment and vetting processes and ongoing volunteer engagements. • Maintains up-to-date and complete HR files. 	30%
4.	<p>Performs other duties as assigned.</p>	5%

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IV. QUALIFICATIONS

- Minimum of 3 years work experience in a similar role.

Desirable

- University degree in relevant discipline or equivalent in experience.

SKILLS / CORE COMPETENCIES

- Excellent attention to detail and analytical orientation
- Ability to work with significant financial data
- Strong interpersonal skills and ability to work well with others
- Strong communication and reporting skills including ability to prepare concise and informative financial reports
- Strong organisational skills with ability to work efficiently and effectively to deadlines
- Ability to plan and implement work plan with minimum supervision and to take initiative
- Ability to be discreet and discern when confidentiality is required

EXPERIENCE and KNOWLEDGE

- Excellent working knowledge of Excel, and other main MS Office Products
- Familiarity with accounting software (SAGE)
- Proven ability in using financial management software

Desirable

- Working knowledge of current Data Protection Legislation

VI. TO APPLY

Applicants can apply by submitting a CV and cover letter to hr@suas.ie. The closing date for applications is **14th August 2020**. Applications will be reviewed on a rolling basis. Candidates must be legally entitled to work in Ireland at the time of application. We regret to inform you that we are not in a position to respond to all candidates and will only respond to shortlisted candidates.

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