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**Job Title: Finance Officer**

**Organisation:** Rape Crisis Midwest
**Reports to:** Executive Director
**Location:** Limerick
**Contract:** Full-time - Permanent

**About Rape Crisis Midwest**

Rape Crisis Midwest (RCM) works for the protection of all people from all forms of sexual violence and abuse. It primarily supports survivors of sexual abuse and violence through free, confidential support and counselling, working from an intersectional feminist framework. RCM deliver services utilising a survivor-centred and trauma-informed model. RCM operates from the knowledge that survivors have the capacity to grow and heal and that they are the experts in what they need. Survivor identified indicators of recovery and healing inform the way in which services are delivered and developed. A trauma-informed model means services are offered with the understanding that a survivor’s reactions are a normal response to trauma. RCM believes that responding to sexual violence in our society and holding perpetrators to account starts with supporting survivors in ways that are respectful of their dignity, healing and choices. RCM works to hold perpetrators accountable for their behaviour and counteract rape culture and victim blaming. The headquarters for Rape Crisis Midwest services is in Limerick with satellite services in both Ennis and Nenagh. Our service delivery includes counselling; Garda and court accompaniment; advice, to both survivors, and their supporters; and sexual violence training to individuals and organisations. We work nationally in partnership with Cuan – the Domestic, Sexual & Gender Based Violence Agency and Rape Crisis Ireland.

**Purpose of the Role**

The Finance Officer will be responsible for the strategic and operational management of the organisation’s finances, ensuring strong financial controls, compliance with statutory requirements, and the production of timely, accurate financial information. This role is critical in supporting the sustainability and integrity of the organisations work in providing vital services to survivors of sexual violence.

**Key Responsibilities**

**Financial Management & Planning**

* Develop, manage, and monitor annual budgets in collaboration with the Executive Director and Board of Management.
* Produce monthly, quarterly, and annual management accounts and variance analysis.
* Ensure cash flow is monitored and managed effectively to support operational needs.
* Prepare accurate financial forecasts to inform strategic decision-making.

**Compliance & Governance**

* Ensure full compliance with Irish charity law, Revenue requirements, and funder reporting obligations.
* Liaise with external auditors, preparing year-end accounts and supporting audit processes.
* Maintain up-to-date knowledge of relevant financial legislation and best practices for charities and non-profits.

**Reporting**

* Provide clear, accurate financial reports to the Board, highlighting risks, trends, and opportunities.
* Prepare funder reports in accordance with grant agreements and service contracts.

**Controls & Processes**

* Maintain strong internal financial controls, including expense authorisation, payroll oversight, and procurement procedures.
* Manage banking relationships and oversee reconciliations.
* Ensure robust record-keeping systems for financial documentation.

**Leadership & Collaboration**

* Support the Executive Director in ensuring financial sustainability through sound planning and resource allocation.
* Work collaboratively with service managers to ensure cost-effective service delivery.
* Contribute to funding applications and tenders with accurate costings and financial analysis.

**Person Specification**

**Essential:**

* Accounting qualification (ACA, ACCA, CIMA, CPA) or equivalent experience in charity/non-profit finance.
* Minimum 3 years’ experience in a financial management role.
* Strong understanding of charity finance, including restricted funding and funder compliance.
* Excellent IT skills, including advanced Excel and accounting software (e.g., Sage, QuickBooks, Xero).
* Exceptional attention to detail, analytical ability, and organisational skills.
* Commitment to the values and mission of the rape crisis movement, with sensitivity to the issues faced by survivors of sexual violence.

**Desirable:**

* Experience working in the non-profit or social care sector.
* Knowledge of Irish public funding processes and reporting requirements.
* Experience supporting governance and audit processes in a charity context.

**Key Relationships**

* Executive Director
* Board of Management
* Administrative Staff
* External auditors and funders

**Why Join Rape Crisis Midwest?**

You will be joining a dedicated and values-driven team committed to supporting survivors of sexual violence and advocating for change. This role offers:

* The opportunity to make a tangible difference every day
* A supportive and trauma-informed workplace culture
* Ongoing training, supervision and personal development
* The chance to work alongside skilled professionals and volunteers who are passionate about social justice and healing
* Being part of a leading advocacy organization making a real difference in the lives of survivors.

**Terms & Conditions:**

* This is a 35 hrs per week, Monday to Friday role
* Working hours will ordinarily be from 9am to 5pm , though flexibility may be required from time to time
* Annual leave for this post will be 29 days per annum
* Salary for this post is €48,000 - €52,768 per annum

**NOTE FOR ALL APPLICANTS**

* Garda Vetting is a requirement.
* Rape Crisis Midwest is an Equal Opportunities Employer and welcome applications from people of diverse backgrounds and abilities.
* Please submit a completed application form along with cover letter outlining your suitability for the role to recruitment@rapecrisis.ie by **12th September 2025 at 5pm**. CV’s will not be accepted.