



Westgate Foundation: Finance Manager Job Description

Finance Manager Summary

The Finance Manager is responsible for the effective financial management, reporting, payroll administration, funding oversight and administration and overall financial administration and efficiency of the organisation. The role involves ensuring compliance with statutory, regulatory, and funding requirements while providing financial leadership and support across all organisational activities.

Reporting directly to the CEO, the postholder will oversee all financial processes, management reporting, budgeting, payroll administration, funding administration, banking, audit preparation, facilities income generation, stakeholder reporting requirements and insurance provision and requirements.

Key Responsibilities

Financial Management

- Issue, record, and maintain weekly sales invoices for all Westgate Foundation services and all supplies invoices for processing and payment authorisation
- Maintain accurate financial records using Sage accounting software.
- Process monthly bank transactions.
- Monitor and report to the CEO and Board on organisational cash flow and liquidity on an ongoing basis to ensure sufficient funds are available to meet financial obligations.
- Manage and maintain all financial ledgers and control accounts.
- Prepare monthly bank reconciliations for all Westgate Foundation bank accounts
- Produce monthly management accounts and financial performance reports.
- Prepare quarterly financial accounts and reports for management and funders.
- Assist management in financial planning, budgeting, forecasting, and financial analysis.

Payroll Administration

- Manage weekly payroll for Westgate Foundation staff members (currently 40 staff, 19 Whole Time Equivalent).
- Ensure compliance with Revenue requirements, including all statutory payroll notifications and submissions.
- Prepare, upload, and authorise payroll banking files.
- Issue payslips and maintain payroll records.
- Prepare payroll journals and reconcile payroll transactions within Sage.
- Provide ongoing payroll support to staff, including duplicate payslips, employment certificates, and payroll-related queries.
- Maintain payroll records in accordance with employment legislation and organisational policies.

Funding and Grant Administration

- Support the CEO and management team in preparing and reporting on grant and funding applications.
- Support the Housing Manager in preparing and submitting annual funding applications to Cork City Council.
- Supply payroll, income, and expenditure data to support external funding claims and WRC pay award submissions.
- Liaise with funding bodies and stakeholders regarding financial reporting requirements.

Financial Reporting and Compliance

- Prepare monthly, quarterly, annual, and ad hoc reports for the HSE and other funding agencies.
- Prepare management accounts, cashflow analyses and any other required reports for Westgate Foundation monthly Finance Sub-Committee meetings
- Attend Westgate Foundation Board meetings and advise the Board on financial matters
- Complete all required Central Statistics Office (CSO) returns, including:
 - Earnings and Payroll Reports.
 - Stock Reports.
 - Turnover Reports.
 - Job Vacancy Surveys.
 - Capital Transaction Surveys.
- Ensure compliance with all regulatory, statutory, and governance reporting requirements.
- Maintain robust financial controls and procedures.

Audit and Year-End Responsibilities

- Prepare annual accounts and supporting schedules.
- Compile and maintain annual audit files.
- Liaise with external auditors and support the completion of annual financial statements.
- Prepare year-end financial reports and internal management reports.
- Coordinate responses to audit queries and recommendations.

Procurement and Contract Management

- Manage annual insurance renewals, including review of policy terms, asset valuations, turnover declarations, and payroll information.
- Review and negotiate annual energy supply contracts to achieve best value.
- Conduct annual reviews of telephone, mobile, and broadband contracts and services.
- Coordinate service amendments, equipment upgrades, and troubleshooting of telecommunications systems.

Operational and Administrative Support

- Manage organisational room bookings and facility usage.
- Coordinate bookings for approximately 12 weekly external users and all internal organisational events.
- Ensure invoicing and collection of room hire income.
- Build and maintain positive relationships with room users to maximise facility income opportunities.
- Directly manage and support the Accounts Office staff team
- Support Community Employment (CE) Scheme operations, including:
 - Attendance at quarterly Sponsor Group meetings.
 - Ongoing support to the CE Supervisor.
 - Assistance with participant recruitment and interview processes.
- Provide administrative and operational support to senior management as required.
- To contribute to Westgate Foundation as an active team member and attend Westgate Foundation quarterly Management Team meetings

Person Specification:

Essential: Recognised Accountancy or Accounting Technician Qualification

Minimum 3 years Accounting or 5 years Accounting Technician employment experience

Capacity to generate accurate detailed financial reports

Excellent written and verbal communication skills

Ability to use SAGE and other finance software packages

Ability to directly manage a small accounts office team

Flexibility of approach

Desirable:

Knowledge of and interest in working in the voluntary/community sector in Ireland

Strong team works skills and capacity to lend strong support to board, management team and front-line team members

Board of Directors: Paddy Mc Carthy (Chairperson) John Buckley (Vice- Chairperson), Micheál Ó hAodáin (Company Secretary), Norma Gayer (Treasurer), Denis Manning, Eugene O Connor, Helen O Donoghue, Dr. Hilda O Shea

Services •Daycare • Community Catering •Transport •Sheltered Housing •Social and Active Retirement Club •Community Employment •Seniors Alert Scheme •Volunteer Opportunities • Student and Work Placement

Ballincollig Senior Citizen's Club CLG. Trading as Westgate Foundation.
Company Limited by Guarantee – Registered in Dublin. No. 144063 CHY 12927

