



Westgate, West Village, Ballincollig, Co. Cork, Ireland
Tel: 353-21-4873648 / 4878042 Email: westgatefoundation@gmail.com

Ballincollig Senior Citizens Club CLG **t/a Westgate Foundation** is a community based voluntary organisation providing a wide range of services and supports to older people living in Ballincollig and surrounding areas. The services provided by our organisation include Daycare, Social and Active Retirement Group (SARG), Sheltered Housing, Transport, Community Catering and Seniors Alert Personal Alarms. Westgate Foundation is currently seeking applications for the position of:

Finance Manager

The Finance Manager is responsible for 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.

This is a 4-day week position (28 hrs per week) and the salary on offer for the position is €41,423 per annum. The initial contract is for one year. Work is expected to take place primarily on site at Westgate Foundation.

A recognised accounting qualification with a minimum of 3 years' experience or a recognised Accounting Technician qualification with a minimum of 5 years' experience is required.

The closing date for receipt of applications is 5pm on Friday July 31st at 5pm

Interested applicants are asked to submit a CV and letter of application to The Chairperson, Westgate Foundation, West Village, Ballincollig, Co. Cork or by email to chairperson@westgatefoundation.ie

Job description and person specification are attached.

Receipt of all applications received will be confirmed by email by Tuesday August 4th.

Shortlisting will take place on the week beginning Tuesday August 4th

Interviews will take place on the week beginning Monday August 10th

Detailed Job Description and Person Specification Available attached.

Westgate Foundation is an equal opportunities employer. Canvassing will disqualify. Garda Vetting applies to this position. A minimum probationary period of 6 months will apply.

