



JOB DESCRIPTION: FINANCE MANAGER

Hours:	Part-time, 8hrs per week
Salary:	€52,000 - €55,000 per annum, pro rata, dependent on experience
Reporting To:	Chief Executive Officer
Direct Reports:	None
Supported By:	Reception Staff, Operations and Development Manager
Term:	1-year contract, renewable subject to funding and performance.
Starting Date:	ASAP
Application Deadline:	12 pm noon, 4 August 2022
Interview Date:	Tuesday 16 August 2022

Overview

Founded in 1997, Outhouse is the LGBT+ community resource centre in Dublin. Our vision is of a vibrant and safe space for LGBT+ people, groups, and organisations that are inclusive of the diversity of our communities.

Our mission is to provide a safe space that facilitates and encourages the growth of services and supports the LGBT+ communities.

In all of our work, we are guided by community, equality, and partnership principles.

Before the pandemic approximately 55,000 people per year access our services that include; a drop-in service; sexual health drop-in clinic; personal development courses; peer support groups; a community café; Ireland's only queer library & theatre; office & multi-purpose meeting rooms for hire; information, referral & support services; outreach & training; activities & events.

Reporting to the CEO, and as a member of the Management Team, the Finance Manager plays a critical role in the effective and efficient

operation of the charity. The post holder will play a key role in promoting and ensuring best practice standards in financial planning, processes, and oversight takes place at Outhouse helping us to fulfil our mission.

Key Responsibilities and Duties

- Administer the day-to-day financial operations of the charity (payroll, accounts payable/ receivable, reconciliations etc) in accordance with policy and procedure.
- Prepare monthly and quarterly management accounts.
- Prepare financial reporting for funders in accordance with their requirements.
- Participate in strategic data analysis, research, and modelling for the CEO and Board as needed.
- Drafting and proposing updates and amendments to financial policies and procedures for the consideration of the CEO and Board.
- Assisting with funding applications, ensuring that all grants, sponsorships, and donations are paid on time.
- Coordinate the creation of the charity's annual budget.
- Act as the subject matter expert for staff, supporting colleagues as necessary with procurement, training, and oversight.
- Ensure compliance with accounting policies, regulatory requirements, and contractual obligations.

Note

This job description is not a definitive list of tasks; instead, it is designed to give an overview of the role. It is envisaged that the post-holder will use their own initiative and develop the role under guidance to achieve the organisation's aims. It should be noted that the organisation is dynamic and fast-paced and that it may be necessary to step beyond the areas outlined to support others from time to time.

Functional Competencies

Essential

- Currently hold a professional accounting qualification (e.g. ACCA, CAI, or CPA).
- Minimum five years post-qualification experience as an accountant.
- Proficient in FRS 102 and the Charities SORP.
- Proficient user of finance software.
- Demonstrated extensive understanding of financial trends in Irish charities and not-for-profit sector.

Desirable

- Previous experience of Sage 50 accounting software.
- Previous experience in working in a charity with an active fundraising function.
- An understanding of the lives and lived experience of LGBT+ individuals and Outhouse's mission

Behavioural Competencies

Leadership

Leads by example at individual, team, and peer level. Demonstrates suitable people management styles in order to motivate and manage performance effectively.

- Sets challenging standards
- Encourages and develops personal accountability in others.
- Clearly communicates expectations and consistently monitors outcomes.
- Coaches, guides, and supports staff as a means to help them develop.
- Delegates fully and creates opportunities, which help others to develop their potential.
- Inspires and empowers other to overcome difficulties and achieve goals.
- Nurtures strong team identity and pride.
- Encourages and facilitates a climate where everyone feels they can take risks, make mistakes, and learn from them and are willing to support each other.
- Sets and ensures personal objectives and work plans are met.

Thinking and Acting Strategically

Contributes to the development of key goals. Implements agreed priorities and communicates the vision to others.

- Contributes to developing the strategy within own department.
- Communicates the importance of the organisation's (departments/ teams) vision and mission to staff/ others.

- Seeks collaboration with others to advance the organisations/ departments goals.
- Ensures that peers, colleagues, and self are aware of contribution to overall strategy in the organisation.
- Identifies opportunities which will benefit own department or others or the organisation as a whole.

Planning and Organising

Contributes to the development of organisation planning.

Actively project manages operational plans.

Monitor's progress and ensures that corrective action is taken to meet targets.

- Identifies critical tasks and deliverables and obtains or organises necessary recourse and supports to achieve operational objectives.
- Negotiates the prioritization of work targets and resources, and monitors effectiveness.
- Works with team/ others to develop plans for department going forward, both short-term and long-term (where appropriate).
- Analyses and reviews performance as appropriate.

Decision-Making and Problem Solving

Analyses, assesses, resolves/ makes recommendations on complex problems.

Proactively solves problems to affect change, makes informed decisions.

Takes responsibility and is accountable.

- Fully scopes out problems, taking into consideration impact within own department and across the organisation.
- Resolves problems where there is a range or information, or diverse, partial, and conflicting data.
- Looks ahead and considers external developments, identifying trends and emerging patterns when making important decisions.
- Equips people to make decisions. Ensures that individuals working in own department have sufficient information and guidance to make effective decisions.
- Makes informed decisions considering potential implications.
- Consults collaboratively where appropriate across the organisation when developing a solution.
- Can balance the need for decisiveness and caution.

Effective Communication

Communicates persuasively and confidently to both external and internal groups / stakeholders. Plays a representational role.

- Is a persuasive communicator.
- Presents succinct, well-balanced information written and oral, with clear outcomes.
- Encourages a positive environment for constructive challenge and feedback.
- Creates an environment where people are encouraged to communicate openly.

- Shares relevant information concerning strategic/ long term plans with colleagues/ own team.
- Develops proposals and reports in a style and language necessary to guide, inform, and/or persuade in line with the organisations protocol.

Team and Collaborative Working

Establishes teams and manages the team process. Is aware of workplace diversity and incorporates this into forming a team/ team objectives.

- Willingly commits time and resources to team based projects.
- Creates an opportunity for everyone to fulfil their potential within the team.
- Encourages teamwork across departments and locations.
- Encourages team members to voice their opinions in a constructive way.
- Works to break down barriers within and across the team. Helps individuals understand how the wider organisation operates and how co-operation across the different functions is beneficial.
- Brings together people with different styles/ approaches to complement the team and enhance the outcome.
- Share's information across the team.
- Monitor's progress of teams against objectives.

Key Relationships

Internal	External
Board of Directors CEO Operations and Development Manager Venue Coordinator Café Supervisor/ Deputy Café Supervisor Reception Staff	Statutory Auditor & Accountants Funders

Overview of Practical Arrangements

Hours and place of work

Part-time, 8 hours per week, Tuesday and Thursday mornings. The nature of the organisation's operations requires flexibility in the hours of work and may require occasional weekend and evening work. This role will be office based in Outhouse, 105 Capel Street, Dublin 1, D01 R290.

Holidays

In addition to the usual public holidays, the annual leave for this position is 21 days per annum (pro-rata).

The Protection & Safeguarding of Children and Vulnerable Adults

Outhouse has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to follow this policy at all times.

Confidentiality

Due to the nature of our work, the post holder will often be a party to highly confidential and personal matters – they must therefore be committed and able to maintain the very highest standards of confidentiality at all times.

Outhouse is an Equal Opportunities Employer

We are committed to an inclusive and diverse organisation. We do not discriminate based on race, ethnicity, colour, class, ancestry, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, anti-body status, marital status, membership of the Roma or travelling community, or any other legally protected status.

Data Protection and Privacy

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you apply for a role with Outhouse, we create several paper and digital records in your name. Information submitted with a job/ volunteering application is used to process and assess your application. Where the services of a third party are used in processing your application, it may be required to provide them with information. However, all necessary precautions will be taken to ensure the security of your data. To access your data, please submit a request by email to privacy@outhouse.ie, ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Our [data protection policy](#) sets out information about a candidates data held by Outhouse.

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the competition's eligibility requirements, if the numbers applying for the post are such that it would not be practical to interview everyone, Outhouse may decide that a smaller number will be called to the next stage of the selection process.

In this respect, Outhouse provides for the use of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, but rather that some candidates, based on their application, appear to be better qualified or have more relevant experience. An expert panel will examine the application forms against agreed shortlisting criteria based on the position's requirements. The shortlisting criteria may include both the essential and desirable criteria for the post. It is therefore in your interest to provide a detailed and accurate account of your qualifications and experience.

Other Important Information

Outhouse will not be responsible for refunding any expenses incurred by candidates.

Should the person recommended for appointment decline or, having accepted it, relinquish it, or if an additional vacancy arises, we may, at our discretion, select and recommend another person for appointment on the results of this selection process. A panel may be formed from which future vacancies may be filled.

Once a candidate has accepted an offer of appointment their name will be removed from the panel, and no future offers of appointment will be made.

Submitting an Application

Please submit a completed application form before the **deadline for application on 4 August 2022 at 12pm.**

Applications should be submitted by email to vacancies@outhouse.ie

We will inform candidates who have been successfully shortlisted by close of business on 11 August 2022. We regret that it is impossible to provide individualised feedback to applicants who have not been shortlisted for an interview. We kindly request that you do not call or email seeking feedback. Feedback is available for all candidates who attend an interview.

Interviews are provisionally scheduled to occur on 16 August 2022 at Outhouse, 105 Capel Street, Dublin 1, D01 R290 ([map](#)); if you cannot attend the interview on this date, please state so clearly on your application form.

Candidates should note that canvassing will disqualify them.