



### *Festina Lente Mission Statement*

**Festina Lente provides a unique range of equestrian and horticultural activities, training, recreational events and employment services options with a strong emphasis on social inclusion, choice and personal development**

**Job Title:** Accounts Manager  
**Location:** Old Connaught Avenue, Bray, Co Wicklow  
**Reporting to:** Chief Executive Officer  
**Responsible to:** Chief Executive Officer

**Main purpose:** Festina Lente provides a range of programmes which are supported by the Department of Social Protection (Pobal), the Department of Health (HSE) and the Department of Education and Skills (Solas). The main purpose of the position of Accounts Manager is to ensure that the management of all financial transactions is in line with financial requirements.

**Position Summary:** The Accounts Manager works with and is responsible for the supervision of a team of 3 accounts assistant staff and has overall responsibility for all financial transactions. The Accounts Manager also liaises with three departmental Managers. This position has two key objectives. The first objective relates to supporting the accounts team to manage and complete their respective responsibilities. The second objective relates to key financial tasks associated with the position which are listed below.

### **JOB DESCRIPTION**

#### **Key responsibilities of this position include:**

- Preparation of monthly management accounts
- Preparation of weekly and monthly payroll
- Management of aged debtors
- Preparation of VAT returns
- File Revenue returns
- Management of fixed assets register
- Management of accruals/prepayments and other internal journals as required
- Preparation of annual budgets
- Management of cashflow reports
- Management of Pobal financial returns
- Staff management

**Additional duties include:**

- To undertake any other reasonable duties which may be assigned to you by the Chief Executive Officer

**KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

**Essential Criteria:**

- Qualified Accounts Technician
- 3 – 5 years bookkeeping experience
- Minimum of 2 years' experience of preparing management accounts
- Experience of managing and supporting staff
- Has an excellent knowledge of excel and other payroll software
- Committed to on-going self and professional development
- Welcomes change and is committed to encouraging continuous improvement and learning
- Manages workload effectively while responding flexibly to new demands.
- Have the capacity to integrate well with, and contribute to, an evolving organisation

**Personal attributes**

- Excellent communication and interpersonal skills
- An ability to maintain calm and composed in a busy and demanding environment
- Confidence in one's own strengths and ability
- Willingness to learn and an openness to alternative approaches
- Highly organised, with a high level of concentration and attention
- Committed to working hard
- Proven ability to work on own initiative within a flexible, co-operative team structure
- Solution focused
- Fluent English is required
- Ability to work to deadlines

**CONDITIONS OF EMPLOYMENT**

**Salary:** Salary is between 35,000 and 40,000 and commensurate with experience

**Pension:** Employees have access to PRSA scheme

**Hours:** 39 hour week



**Travel & Subsistence:** There may be a requirement from time to time to travel outside normal working hours. Travel will be paid in accordance with Festina Lente travel rates in the event that a company vehicle is not available for use.

**Annual Leave:** Annual leave will be 24 working days, pro rata, exclusive of public holidays. Compulsory annual leave may apply to facilitate closure of services for service user holidays.

**Duration of contract:** This is a full-time permanent position

**Location of the position:** Old Connaught Avenue, Bray, Co. Wicklow

## **HOW TO APPLY**

### **Closing Date for Applications: Friday 6<sup>th</sup> October 2017**

Application forms can be found on our website [www.festinalente.ie](http://www.festinalente.ie) Informal enquiries can be made by contacting [jillcarey@festinalente.ie](mailto:jillcarey@festinalente.ie)

First interviews will be held on Wednesday 25<sup>th</sup> October 2017  
Second interviews to be held on 2<sup>nd</sup> November 2017 as appropriate

Please note that interviews will consist of a panel

## **SELECTION PROCESS**

Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this job description. A panel may be formed from this process.

A file may be formed for future vacancies.

## **FESTINA LENTE CHILD PROTECTION POLICY / GARDA VETTING / MANDATORY DECLARATION**

Garda Vetting for all employees and volunteers is compulsory and those candidates invited for interview will be asked to complete a Garda Vetting form for submission at that time.

The successful candidate will be provided with a copy of the Festina Lente Child Protection Policy and will be required to sign their acceptance of the contents of this document.

A Mandatory Declaration Form must be signed in advance of commencement of employment.

***Festina Lente is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society***