



Irish Landmark: Finance Manager Job Specification

Irish Landmark Trust is a charity and non-profit organisation incorporated in both Republic of Ireland and Northern Ireland. The Finance Manager's role will involve working with both ROI and NI sets of accounts and making tax (VAT and PAYE) returns to Revenue in Dublin and HMRC in Great Britain.

In summary the tasks involved include, but are not limited to:

- Preparing monthly management accounts, Cash Flow budgets, management budgets, commentaries and financial statements for internal Audit Committee and funding agencies.
- Preparation of annual budget and annual audit file.
- Monthly bank reconciliations and administration of VAT
- General bookkeeping
- Entering invoices and arranging payments for same
- Undertaking financial administration
- Monitoring financial transactions
- Calculating end of year accounts
- Ensuring compliance with taxation legislation, an understanding of taxation legislation in Ireland and UK will be required.
- Working closely with CEO, colleagues, suppliers, funders, relevant government agencies and departments
- A good knowledge of Xero Accounts software, ROS and MS Office suite is essential

The Finance Manager is part of a Head Office team of six people, and also works to support a team of House Managers at Irish Landmark properties throughout the island of Ireland. The following personal attributes are essential elements to the approach to the job:

- Positive attitude
- Patience
- Problem solver
- Team player
- Good communicator
- Ability to work on own initiative
- Co-operative attitude

As part of the Head Office team, the Finance Manager assists with and attends promotional events, such as attending at Irish Landmark's stand at the RDS during the Dublin Horse Show event, and/or other such similar events; attends and assist at new project launches, etc. These events are likely to take place on weekend days, or a day that is not normally worked by the Financial Manager. Time off in lieu is agreed when such situations arise. There is no overtime or exceptional payment available for these events.



The Finance Manager can also be asked to assist with non-accounting Head Office tasks, for example answering the telephone and recording messages for other staff. Assistance with substantial tasks will only be requested if the requirements of the accounts function permit it.

All members of the Head Office team help in the organisation and maintenance of office common areas and perform general office errands, etc.

The position is full time, 9am – 5pm, 5 days a week

After a successful probation period of 6 months, pension contributions and other company benefits will apply.

For queries, please email ceo@irishlandmark.com