



**Friends of
the Earth**

Friends of the Earth is hiring a Finance Manager

Closing date: 8th April 2022

About the organization

Friends of the Earth Ireland is a community at the heart of the growing movement here for a just world with zero pollution. Our mission is to campaign and build movement power to bring about the system change we need for a just world where people and nature thrive. We are trying to change the world on a shoestring and in the face of opposition from powerful vested interests. So we need committed, energetic people on our team. We work collaboratively to advance the organization's mission, vision and values. And we look out for each other as best we can.

We are a small, nimble organization. This means there'll be plenty of opportunities to learn and develop new skills. It also means you'll need to be flexible and you'll be expected to get stuck in and do whatever tasks are required to ensure that work is completed on time and to the highest standards possible.

About the role

Reporting to the Head of Finance and Operations, the successful candidate will deliver crucial financial management for advancing one of our four organisational goals:

To ensure Friends of the Earth has the robust governance and effective management systems, and the appropriate financial resources, to maximise our impact and to cultivate a positive working environment.

The climate crisis is in the public mind like never before and Friends of the Earth is growing as Ireland and the world step up efforts to cut emissions fast enough to prevent complete climate breakdown. This is a role for someone with strong financial skills and enthusiasm for working in a dynamic, multi-programmes led organisation.

Responsibilities

1	Day-to-day Finances	<ul style="list-style-type: none"> ▪ Management of the Accounts Payable and Accounts Receivable with accurate allocation to the different projects – set up suppliers/customers, ensure all invoices are approved and signed off, process payments. ▪ Management of the credit card expenditure and expenses claims. ▪ Proceed share of utility bills with co-tenants. ▪ Monthly Salesforce CRM Reconciliations with the Donor Care and Fundraising Officer on donations received
2	Payroll	<ul style="list-style-type: none"> ▪ Accurate and efficient processing of monthly payroll in accordance with revenue, taxation and internal policy guidelines ▪ Dealing with pension and other voluntary and statutory deductions ▪ Processing adjustments to payroll ▪ Maintain up to date employee annual and sick leave information
3	Budgeting and Reporting	<ul style="list-style-type: none"> ▪ Budgeting and forecasting – at organisational and grant level ▪ Monthly, quarterly and yearly management accounts preparation with analysis and in compliance with SORP ▪ Monitoring of Actual vs Budget and ensure its accuracy and compliance with funders requirements ▪ Management of the audit process ▪ Support Heads of Circles with grants' applications and reports in respect of deadlines ▪ Attend and present at Board subcommittee meetings
4	Systems and Procedures	<ul style="list-style-type: none"> ▪ Management of our Accounting Software and Payroll Software. ▪ Maintenance of our Payment Services Providers accounts. ▪ Ensure accurate naming and filing of financial documents. ▪ Maintenance and update the Fixed Asset Register. ▪ Review, update and improve existing finance policies, procedures and controls; Set up of new processes and controls where required ▪ Develop an internal reporting process with Heads of Programmes to monitor Actual vs Budget ▪ Contribution to continuous improvements and ad hoc projects that may arise from time to time

About You

Essential skills or experience:

- A recognised professional accounting qualification (ACA, ACCA, CIMA, etc.), finalist or an accounting degree.
- Minimum of two years relevant work experience.
- Strong track record of consistently maintaining accuracy and attention to detail while delivering on time
- Experience in using accounting software, prior experience of AccountsIQ would be an advantage.
- Experience in using payroll software.

- Advanced IT skills and excellent knowledge of MS Office, in particular Excel (Intermediate to Advanced)

Desirable skills or experience:

- Prior auditing experience.
- Experience of Charities SORP accounting standards and practice
- Experience budgeting and reporting on grants
- Experience working with collaborative digital tools such as Salesforce, Slack, ClickUp or similar
- Experience introducing and implementing process improvements
- Experience working in Not For Profit organisation

Personal attributes and competencies:

- Commitment to the mission, vision and values of Friends of the Earth.
- Ability to work with a diversity of people, communities, and cultures.
- Awareness of confidentiality and the ability to deal with sensitive queries
- Strong team player with excellent listening skills and interpersonal communication skills.
- Ability to use initiative, think creatively and work independently.
- High degree of analytical, conceptual and problem-solving skills.
- Ability to respond quickly to external events and demands while maintaining organisational priorities and goals.

Statement on Solidarity, Participation and Inclusion

A commitment to solidarity, participation and inclusion is one of the fundamental values of Friends of the Earth. We therefore endeavour to ensure that everyone, particularly marginalised and disadvantaged groups who might be affected by policy are considered and included in the conversation. We acknowledge our privilege as people working in an NGO and understand the fact that there may be barriers to participation. We strive to expand and diversify civic engagement, by creating spaces for everybody to participate and be included in activism and political change.

As part of this commitment to the values of solidarity, participation and inclusion we strongly encourage applications from those with identities under-represented in the environmental movement, for example: people of colour, LGBTQIA+ people, those seeking asylum or with refugee status, people with a disability, or people are who members of an ethnic minority.

Terms and Conditions

Conditions are according to Irish legislation including the legal ability to live and work in Ireland. Friends of the Earth Ireland adheres to Irish law that prohibits discrimination on basis of age, sexual orientation, marital status, birth, fortune, religious, philosophical or political beliefs, language, present or future state of health, disability, physical or genetic characteristics, sex, pregnancy, childbirth, maternity, change of sex, nationality, alleged race, skin colour, ancestry, national, ethnic or social origin.

Please note: The role description described set out above is not final and may be changed prior to issuing a contract to the successful candidate – following consultation with the candidate.

The working language is English, but applicants are not required to be native speakers.

Accountability and support: You will report to the Head of Finance and Operations and the CEO.

Contract duration: This is an 18-month fixed-term contract. The future of the post will depend on available organisational funding.

Hours per week: This is a full time post (35 hours per week). There is a possibility the organization would consider a proposal from the successful candidate to work 4.5 days a week.

Location: The position is based in our office in Mount Street Upper in Dublin 2, however throughout the Covid pandemic and beyond we will continue to facilitate remote working in so far as practicable. The post-holder will need to be willing and able to be in Dublin for certain meetings and activities as required.

Annual Leave: Full-time employees get 25 days paid annual leave a year.

Salary: The post is on our Senior Programme Officer Scale, with incremental pay increases every 12 months. The starting *fulltime* gross annual salary for this post is between €33,242 and €36,457, depending on experience.

To Apply: Send your CV with a 1-page cover letter to jobs@foe.ie by 23.59 on Friday 8th April – please include the role title in the subject of your email. We regret to inform you that we may not in a position to respond to all candidates and can only guarantee a response to shortlisted candidates.

The Protection & Safeguarding of Children and Vulnerable Adults

Friends of the Earth Ireland has adopted a policy to protect and safeguard the welfare of young people. The post holder will be required to follow this policy at all times and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisations [Safeguarding and Child Protection Policy and Vetting Policy](#) is available for review on our website.

All documentation received by Friends of the Earth will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Friends of the Earth in the processing of job applications and for ongoing administrative purposes with job candidates.