



Financial / People Operations Manager

What is it all About?

This is a unique opportunity to work within a team who make a real difference in the community, in a flexible, inclusive environment that will challenge the successful candidate and nurture your professional development.

Reporting into and working closely with the SICCCA CEO, on a 2year contract, we seek an experienced, confident, people orientated finance Manager who will utilise their skills in the direction of operational rigor and the implementation of Finance and Administrations departments strategy in line with the higher organisational strategy.

The individual will challenge current and implement best in class process and set the foundations of how we will build and grow our future organisation whilst inspiring your team of community employment trainees to learn, grow and deliver excellence in their community.

As an organisation we believe in flexibility therefore we do not restrict our role to the 9-5. If flexible or part time hours suit you, or full time is your preference we would love to know.

What do we do?

Founded in 1982, the South Inner City Community Development Association (SICCCA) is a community development organisation based in The Liberties in Dublin's South Inner City. SICCCA, works to support economic, social and local development across The Liberties and runs four community programmes spanning youth justice, community employment, children's education and a range of environmental, intergenerational groups. The organisation is focused on building a collaborative way of working, internally and externally, to provide supports and enable sustainable change across the South Inner City.

We want you to love what you do!

If you have a keen desire to work in the non-profit sector with an interest in community development with a knowledge of funding and be at the forefront of change in Dublin's South Inner City, then this is the role for you.

Key Responsibilities of the Role

- You will manage a team of 7 finance, HR, and operations trainees and scheme participants to deliver and embed best practice processes into the structure of the organisation. You will lead the teams, playing a hands-on role in their development.
- Work closely with Programme Managers to ensure that their financial processes are transparent and in line with various funding requirements and the organisation's overall financial processes.

- Provide oversight into all processes, reporting, and approvals and establish an audit ready and robust function that is integrated into the organisation.
- Complete bank reconciliations, payroll, PO's, and internal transfers
- Report regular cash flow and budget reports to the Board of Directors
- Build and implement a single system to manage all funding streams and expense requests

Do you have...

- 3+ years' experience in team leader or mentor role
- A deep knowledge of and experience in finance administration related roles
- Experience with Payroll / Accounting software (Sage, QuickBooks etc.)
- Professional experience / certificates in bookkeeping and or finance
- Experience of implementing robust administrative processes in a finance environment

You need to be...

- An excellent communicator with collaboration and motivation skills
- Confident to build, manage and develop individuals to grow professionally
- A detail and process person
- Comfortable with MS Word with good knowledge of Excel, SharePoint and OneDrive

The details

- **Location:** Dublin 8 with hybrid working possible
- **Working Hours:** 25-30 depending on candidate experience and requirements
- **Contract Type:** Fixed term of 2 years with potential to extend

How to apply

Send a copy of your CV and a Cover letter answering the following questions to Careers@SICCDA.ie

- 1) We like to get the right people in the right roles and that means offering you the flexibility you may need whilst being available to your team. What are your preferred hours?
- 2) What are your Salary expectations?
- 3) What is your current availability or notice period?

The closing date for all applications is 8th October 2021.

SICCDA are passionate about providing equal opportunities to all, it's what we do! As such we carry this through to our recruitment process and welcome all applicants based on qualifications and without regard to race, colour, religion, sex, national origin, age, marital or veteran status, sexual orientation, disability or any other legally protected status.