



Spraoi

Connecting People. Changing Lives.

Job Title: Finance & Governance Lead for Spraoi agus Spórt

About Spraoi agus Spórt

Spraoi agus Spórt Family Centre CLG (Company Limited by Guarantee). (Spraoi) is a multi-award winning and leading social enterprise located in Carndonagh, Co. Donegal. We exist because we believe that everyone deserves to have the same opportunities, irrespective of ability, income, or social circumstance. Set up in 2010 to address the lack of activities for young families, we have evolved into a leading social enterprise working across six pillars:

1. Child & Family Hub
2. School Aged Childcare
3. Disability
4. Coworking Hub
5. Digital Creative Lab
6. Circular Economy Hub

We find that when people come to us, they are often frustrated because they cannot access the services that they need, they feel isolated and disconnected from their community. We listen to them and respond by delivering services that meet their needs. We know that when people feel part of something that they feel supported and connected, they grow in confidence, and they feel happier. The result of our work is improved mental health, social inclusion, and positive economic benefit to the local area, which leads to a stronger community.

Our Mission

To provide affordable and inclusive opportunities, activities and experiences that are aligned to the needs of the community.

JOB DESCRIPTION

Key Responsibilities:

1) Financial Management:

Develop and manage the annual budget:

- Work with the CEO and team leads to develop the annual budget for the organisation.
- Ensure that the budget is aligned with the strategic goals of the organisation.
- Monitor the budget throughout the year to ensure that actual expenditures are in line with the budgeted amounts.
- Identify and communicate any significant variances to the CEO and Board of Directors.

Provide regular financial reports and updates:

- Prepare and distribute monthly financial reports and updates for the CEO to present to the Board of Directors. [Would this role have any interaction with the Board]
- Ensure that financial reports are accurate, complete, and presented in a clear and concise manner.
- Analyse financial data and identify trends or issues that require attention.
- Assist in the preparation of the written material for the Annual Report.

Oversee all financial transactions:

- Ensure that all funding requirements are adhered to.
- Ensure that all financial transactions are recorded accurately and in a timely manner.
- Develop and implement financial policies and procedures to ensure compliance with relevant legislation and regulations.
- Review and approve all invoices, expenses, and payments to ensure accuracy and appropriateness.
- Ensure that the rota and timesheets are completed accurately and timely.
- Ensure that all bank, debtor, and creditor accounts are reconciled weekly.
- Implement and maintain the Fixed Asset Register.
- Implement and maintain a Stock Control system.

Work with external auditors, accountants, and funding bodies:

- Liaise with external auditors and accountants to prepare annual financial statements.
- Ensure that all financial statements are accurate, complete, and comply with relevant legislation and regulations.
- Work with external funding bodies in terms of grant reporting and audit requirements.

Manage cash flow:

- Develop and implement cash flow projections to ensure that the organisation has sufficient funds to meet its obligations.
- Monitor cash flow on an ongoing basis and identify any issues that require attention.
- Develop and implement strategies to manage cash flow, such as securing financing or managing expenses.

2) Governance:

Ensure compliance with legislation, regulations, and policies:

- Monitor relevant legislation, regulations, and policies to ensure that the organisation is operating in compliance with them.
- Develop and implement policies and procedures to ensure compliance with relevant legislation, regulations, and policies.
- Work with the CEO and team leads to ensure that the organisation is aligned with best practices in governance.

Develop and implement governance policies and procedures:

- Develop and implement policies and procedures related to governance, risk management, and compliance.
- Ensure that all policies and procedures are documented, communicated to relevant stakeholders, and reviewed and updated regularly.
- Work with the CEO and Board of Directors to ensure that all governance policies and procedures are aligned with the strategic goals of the organisation.
- Provide guidance and support to the CEO and Board of Directors on governance matters.
- Ensure that the Board of Directors is aware of their roles and responsibilities and can fulfil them effectively.

Manage legal and regulatory compliance:

- Ensure that the organisation is in compliance with all legal and regulatory requirements.
- Develop and implement policies and procedures to manage legal and regulatory compliance.

Manage risk:

- Develop and implement a risk management framework to identify, assess, and manage risks to the organisation.
- Ensure that all risks are documented, assessed, and managed appropriately.
- Work with the CEO and team leads to ensure that risk management is integrated into all aspects of the organisation's operations.

3) IT:

Implement strategies:

- Conduct a needs assessment of the specific IT needs of Spraoi agus Spórt.
- Develop an IT Strategy in conjunction with our IT consultants.

Develop and manage the budget:

- Prepare a budget for all IT expenses.

Policies and procedures:

- Review and update all IT policies and procedures.
- Train staff on all IT policies and procedures.

Monitoring and reporting:

- Monitor IT systems regularly to ensure they are functioning properly and are secure.
- Prepare a monthly IT report for the CEO to present to the Board of Directors.

4) Social Enterprise:**Implement strategies:**

- Work with the CEO and team leads to develop and implement strategies to further the social enterprise goals of the organisation.

Access funding:

- Identify and pursue funding opportunities to support the social enterprise activities of the organisation.

Qualifications:

Essential

- A degree in finance, business, accounting, or a related field.
- A minimum of 5 years' experience as a qualified accountant is essential.
- Strong knowledge of financial management principles and practices, including budgeting, forecasting, and financial reporting.
- Strong change management skills a necessity.
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.

Desirable

- Experience working in a social enterprise, community development, or rural regeneration context is a benefit.
- Prior experience of the Statement of Recommended Practice, Accounting and Reporting (SORP) by charities, and writing annual reports is a benefit.
- Proficiency in Microsoft Office and financial management software.

Overall, the Finance and Governance Lead will play a critical role in ensuring that Spraoi agus Spórt operates in a financially sustainable and responsible manner and that it operates in a legally compliant, ethical, and responsible manner. This post reports to the CEO.

If you are a highly motivated individual with a passion for financial management and governance and are committed to making a positive impact on your community, we encourage you to apply for this exciting opportunity.

To apply for this position, please submit your CV and a cover letter outlining how your experience and qualifications fit the role to hr@spraoiagusport.ie

If you have any questions regarding this role, please contact us on hr@spraoiagusport.ie

Closing Date Thursday 4th May 2023

Spraoi agus Spórt is a Company Limited by Guarantee and a Registered Charity RCN 20077105



The banner features the Spraoi logo on the left, which consists of a stylized 'S' made of colorful segments followed by the word 'Spraoi' in a bold, dark blue font. Below the logo is the tagline 'Connecting People. Changing Lives.' In the center, the text 'Bringing OPPORTUNITIES ACTIVITIES & EXPERIENCES to all in Inishowen' is displayed, with 'Bringing' in a script font and the other words in bold, block letters. Below this is '• SINCE 2010 •'. On the right, there are two speech bubbles: a yellow one saying 'Spraoi brings a youthful energy to our town' and a pink one saying 'It's a hub of happiness.' At the bottom of the banner, a dark blue bar contains the contact information: 'Unit 7 SuperValu, Carndonagh, Co Donegal F93 AY6D +353 (0) 74 9373 303 www.spraoiagusport.ie' along with Facebook and Instagram icons.