

Job Title	Finance and Governance Officer
Reporting to	Head of People and Programmes
Hours	Full Time, 35 hours per week
Contract	Permanent
Salary	€35k–€37k per year
Location	Based remotely in Ireland, with occasional work from Volunteer Ireland offices, at Regus, Harcourt Centre, Harcourt Rd, Saint Kevin's, Dublin, DO2 HW77

Finance and Governance Officer

About Volunteer Ireland

Volunteer Ireland is the national organisation that promotes, supports and advocates for volunteering in Ireland. Our vision is an Ireland where volunteering thrives. Volunteer Ireland has identified five strategic goals for 2023–2027. These are to:

- Advocate for volunteering
- Support the Volunteer Centres
- Develop meaningful volunteering
- Raise the profile of volunteering
- Grow and sustain an excellent organisation, consistent with our values

We work with a range of stakeholders to make volunteering accessible, inclusive and of high quality. We build capacity in organisations and companies to create meaningful volunteering experiences. We celebrate volunteering and communicate its impact to Government and the wider public. We advocate for volunteering so that its value is recognised. We support the network of Volunteer Centres and work closely with them to ensure volunteering thrives at local and national level.

For more information about Volunteer Ireland, including staffing and governance, please see www.volunteer.ie.

Purpose of the role

The Finance and Governance Officer is responsible for providing financial and governance support across the organisation, including delivery of day-to-day finance operations.

Main responsibilities

1. Finance Administration

- Ensure debits/expenditure are authorised, coded and paid via online banking system within strict deadlines.
- Pleo and Bank of Ireland administration including updating payees and VI wages group on BOI business online
- Support staff teams with budget reporting requirements for programme areas throughout the organisation
- Process invoices, credit card payments and expense requests monthly
- Reconcile queries with external accountant
- Manage debtors list and ensure staff follow up with debtors related to their work area
- Oversee VI usage and users of VI's accounting software, and train new staff on procedures
- Set up and track invoices sent from accounting software
- Process monthly staff pension for staff and liaise with pension provider as necessary
- Assist with financial details for funding applications and reports to funders
- Assist Head of People and Programmes and external accountant in preparing files and correspondence for annual audit.
- Provide other finance supports as needs evolve

2. Governance

- Assist the Head of People and Programmes in undertaking governance administration for the Board of Directors including filings with CRO and CRA, maintain board member register and support the role of the Company Secretary
- Take minutes at Board meetings and Board Committee meetings
- Coordinate communications and logistics related to the Board, Board committees and AGM
- Lead on preparation for the AGM of the board

- Assist Head of People and Programmes in preparing papers and reports for board and committee meetings and reports to funders as required
- Provide administrative and logistics support for board recruitment

3. Operations Support

- Act as first point of contact for external IT support and follow up resolution
- Lead on working with external suppliers e.g: building management, phone, internet etc.
- Provide administrative and logistics support for staff recruitments
- Assist Head of People and Programmes with oversight of IT hardware and software
- Assist Head of People and Programmes in improving operational systems, processes and best practises
- Prepare and send papers and documents in advance of staff meetings
- Track status of agreed actions at staff meetings and send timely reminders of outstanding deliverables

4. Contribute to the culture of Volunteer Ireland

- Attend virtual and in-person staff meetings
- Participate in periodic staff retreats, events, trainings, and volunteer opportunities
- Collaborate with VI staff on cross-organisational topics and discussions
- Engage with and support office-based volunteers, delivering best practice in volunteer management

Person specification

This role will suit a person with previous finance experience and an interest in charity governance, who has excellent attention to detail.

Essential experience and competencies

- 2 years' experience working with finance operations including invoicing and debit and credit comprehension reconciliations experience
- Knowledge of and interest in good governance in the charity sector

- Proven capacity to produce high-quality work to tight deadlines
- Capacity to work independently and on own initiative, while also integrating effectively into a small high-performance staff team
- Experience in administration including providing logistical support, e.g. arranging meetings, venues, catering etc
- Competent use of Microsoft Office suite of products including Outlook, SharePoint and Excel
- Experience working with accounting software e.g. Bright Books
- Excellent organisational and administrative skills, including strong computer literacy
- Excellent written and oral communication skills
- Ability and willingness to challenge and think outside the box
- Innovative thinking, creativity and ability to identify and seize opportunities
- Flexibility, determination and a positive attitude

Desirable experience and competencies

- Experience in budget management
- Experience with the Charities Regulator and CRO
- Experience of managing IT issues and external IT support
- Knowledge of the community and voluntary sector in any capacity, for example as a volunteer, staff member, Trustee, etc

Benefits

- 25 days annual leave (two to be kept for Christmas–New Year when office closes) with an extra day added per year of service up to three years.
- Four days paid leave per year to volunteer
- Four weeks per year “work from anywhere” policy
- Access to employee pension scheme on completion of probation, matched by the organisation up to 5%
- Training and development budget ring fenced for each employee

- Cycle to work scheme
- Employee Assistance Plan

Diversity at Volunteer Ireland

We value diversity and aspire to reflect this in our workforce. We welcome applications from people from all sections of the community, irrespective of race, ethnicity, gender, age, disability, sexual orientation, religion, or belief. This role requires applicants to have the right to work in Ireland.