

# Tender for Financial Accountancy Consultancy Edmund Rice Development Terms of Reference (TOR)

## 1. Introduction

Edmund Rice Development (ERD) is seeking to sub-contract a Financial Accountant to manage the finance activities of ERD for a two year period. We anticipate that circa 6 days/month will be required.

Edmund Rice Development (ERD) [www.edmundricedevelopment.org](http://www.edmundricedevelopment.org) is a development organisation dedicated to the liberation of people and communities from poverty and injustice. At ERD we work with development projects across the world who work within local communities to transform the lives of those made poor. We support development projects in 15 countries working in the areas of human rights, education, health and livelihoods. We support development projects inspired by the charisma of Edmund Rice.

Edmund Rice Development (ERD) is a registered charity in Ireland (Registered Charity Number 20071004) and a company limited by guarantee (Company Number: 463400).

The Financial accountant will report to the ERD Chief Executive and will work closely with the ERD team. Our office is in North Richmond St, Dublin 1. Hybrid working arrangements are currently in place for employees, with a combination of office based and remote working.

## 2. Description of services

### a. General overview:

Reporting to the Chief Executive (CE) the Financial Accountant will support the CE in the overall financial and operational management of ERD. The Financial Accountant will lead and oversee the day-to-day finance activities of ERD and ensure the organisation's finance functions are efficient and operate to monthly deadlines and focus on continuous improvement of the finance function. The Financial Accountant be responsible audit management and production of finance committee and board reports as well as attending and taking the minutes of the Finance & Audit Sub-Committee meetings which occur every three months.

ERD wishes to move to a cloud-based accounting system for the beginning of our next financial year (commencing January 2023). Therefore, there would be an additional piece of work in Q4 2022 to research and develop this system.

### b. Specific Responsibilities

#### **Financial Management & Reporting**

- Ensure financial procedures are adhered to and accounts receivable and accounts payable are accurate, effective and timely.
- Authorise purchase orders and expenditure, including payments of staff expenses and supplier invoices.
- Oversee the monthly payroll processes; management of pension administration and control.
- Organise monthly payments to overseas development projects, in collaboration with the programme team, from contract preparation to receipts.
- Assist the programme team in preparing donor contracts with respect to the finances of the contracts, ensuring integrity and alignment with approved project budgets.
- Prepare monthly management accounts, including posting to the accounting system and strict bank reconciliations.
- Cash flow management on a monthly basis and cash flow forecasting on a quarterly basis.
- Prepare financial reports including quarterly board reports; annual reports.
- Manage the year-end audit including preparation of statutory accounts in accordance with Charity SORP (FRS102) and coordination with external auditors.
- Management of Mísean Cara (Irish Aid) funding on an annual basis and reporting of actual versus budget on a quarterly basis internally.

- Support the programme team in the preparation of donor reports as required.
- Work with the CE to develop, present and monitor annual and longer term budgets.
- Work closely with the CE and board sub-committees to ensure good financial governance.

#### **Financial and Operational Systems**

- System and process improvement – review existing accounting systems and controls and identify improvements, in line with existing and emerging best practice, audit, and charity compliance requirements, with a focus on automation, systems integration and efficiency.
- Additional responsibilities in relation to specific projects as required; specifically in Q4 of 2022 introduce an online accounting system appropriate to the needs of ERD, which is cloud based and supports reporting for month end accounts.
- Update ERD's financial procedures to reflect improved systems.
- Interrogate financial information for the organisation and bring key learnings, trends and findings to the CE and board subcommittees as appropriate.
- Set up and manage best practice procurement procedures for the organisation.

### 3. Experience and qualifications needed

#### **Essential**

- Qualified ACA/ACCA with minimum five years post qualification experience in an equivalent senior role.
- Systems focused with an eye on continued process improvement and process efficiencies.
- Experience in the Irish charity sector, including experience with international development organisations.
- Ability to manage and prioritise own workload and work with flexibility, reliability, and particular initiative to meet deadlines.
- Excellent oral and written communication skills and the ability to communicate and work with a range of stakeholders.
- Excellent attention to detail, organisational, administrative and time management skills.
- Experience in using accounting software packages.
- Excellent IT Skills including Microsoft advanced Excel, Word, and PowerPoint.

#### **Desirable**

- Previous experience of working with a Board of Trustees.

### 4. Time and place of service delivery

Flexible working arrangements are available. The Financial Accountant can be based in the office or work remotely or a combination. The Financial Accountant must be in a position to liaise with members of the ERD team on a regular basis during office hours.

### 5. Application process for tender

To apply for this contract please provide the following by **5pm on 23<sup>rd</sup> September 2022**:

- A Curriculum Vitae.
- A proposal detailing how the applicant would deliver the role outlined.
- A cover letter indicating your suitability and availability for the role
- Two reference contacts
- Examples of similar work carried out previously
- Disclosure of any conflicts of interest
- A detailed budget breakdown

Please send application to: [office@edmundricedevelopment.org](mailto:office@edmundricedevelopment.org)

**Closing Date: 23<sup>rd</sup> September 2022 at 5pm.**