



Saint John of God Community Services CLG

Saint John of God Kerry Services provides a range of programmes and services for adults and children with an intellectual disability throughout the Kerry region.

Full Time Permanent Post
Finance Officer
GRADE VI
€49,041 to € 59,914

The role:

- Reporting to the Financial Controller, act as Finance Business Partner to St John of God Community Services, Kerry Services and support Financial Controller and Senior Manager, Management Accounting, HQ Finance.
- To manage the financial function within Saint John of God Community Kerry Services.
- To be a member of the Finance Leadership Team, and ensure financial policies and procedures are complied with within Saint John of God Community Services Kerry. To keep the Director of Finance and / or Financial Controller informed of all significant matters and any non-compliance on a timely basis. To participate as required in strategic and policy discussions.
- To ensure that the Service complies with all statutory regulations as well as taking account of best practice.
- To operate and manage the Services financial systems.
- To support line managers in their budget/financial responsibilities.
- To liaise with, and provide information to Community Services, Auditors and the HSE, and any other external agency as required.
- As part of Finance Leadership Team develop, implement and maintain the financial policies and procedures of the company, Saint John of God Community Services clg (including standard financial instructions).
- To provide oversight of Residents Finance
- To be responsible for the internal audit of the various programmes within St John of God Community Kerry Services.

The ideal candidate

- Accounting Technician or Part-Qualified Accountant
- Has flexible work practices; excellent interpersonal, communication, ICT & organisational skills.

Please forward a cover letter and Curriculum Vitae (explaining any gaps) to the Human Resources department by email to sjogkerry.recruitment@sjog.ie. Applicants maybe shortlisted. A panel may be formed from which further vacancies which may arise during the lifetime of the panel will be filled.

Please note that salaries are paid in line with **HSE Consolidated Salary Scales**.

Saint John of God CLG is an equal opportunities employer.

Informal enquiries to:
Closing date:

Ms Nora Brosnan (066) 7124333

24th June 2022 at 5.00pm.

Email Application to: sjogkerry.recruitment@sjog.ie.

Interviews June 30th and July 1st 2022

