JOB DESCRIPTION

# POSITION: Finance and Compliance Officer

DEPARTMENT: International Development Foundation, ILCU

REPORTING TO: International Development Foundation, CEO

The Irish League of Credit Unions (ILCU) International Development Foundation (Foundation) seeks to recruit for the post of Finance and Compliance Officer (FCO) to be based in Dublin.

Main purpose of Job:

This is an exciting opportunity for a financial professional to make an important contribution to the Foundation’s work in the developing world. The FCO in the Foundation leads and co-ordinates the Dublin HQ finance function in the Foundation, receiving practical support from the ILCU Finance Department, and also provides significant practical financial management support to the Foundation implementing partners – currently focused on Foundation’s long term project supporting Credit Union development in Sierra Leone. The FCO provides financial and compliance support to all our fields of operation and is responsible for developing related guidance and training materials as required at HQ and field level. They will play a key role in ensuring that all relevant regulatory and best practice standards and codes are adhered to throughout the organisation and in encouraging a culture of compliance.

Job type:

Permanent Part -time position (3 - 4 days a week)

This position includes a hybrid working environment, where there is the requirement to attend our office in Dublin at least two days per week after initial training and based on our business requirements. This is an excellent opportunity for an individual seeking career and personal development opportunities with a good work life balance, opportunity to work from home and to put your mark on the continued development of our Foundation.

Background:

*The mission of the International Department Foundation of the Irish League of Credit Unions is to alleviate poverty in developing countries by supporting credit unions and their representative bodies through the provision of financial and technical assistance. Over the last thirty years, the Foundation has worked to strengthen the role of credit unions and savings and credit cooperatives by sharing the success of the Irish credit union movement and the experience of international partners. The Foundation uses its experience to provide contextually appropriate transfer of skills and expertise to our partners, helping them to develop sustainable structures, procedures and practices to alleviate poverty. The Foundation has expanded considerably in recent years and supports a wide portfolio of innovative credit union partners mainly in Africa. We are also delivering credit union projects with funding from Irish Aid, IFAD and a number of other donor agencies, in line with best international practice.*

*Consistent with our ambitious new strategic plan we are aiming to continue improving the quality and lasting impact of our work globally while significantly increasing our external funding sources.*

Main duties

Financial Management:

* Acts as the control interface between the Foundation and ILCU Finance to ensure only properly authorised payments that are in line with all policies and procedures enter the accounting system.
* Liaise with ILCU Finance to ensure payments are made in an efficient and effective manner and all transactions properly accounted.
* Co-ordinates with the Foundation Team to ensure all contracts and agreements are in accordance with relevant legislation; regulations and policies and procedures e.g. contractors; institutional & private donors etc.
* Oversees financial reporting for the Foundation’s donors as required. Including the reviewing/updating of budgets and periodic financial reports, checking adherence to donor rules, and leading on financial reporting matters with the donor.
* Works closely with the ILCU Finance Director and the Foundation CEO to ensure all requirements of the Foundation financial year end audit process are met and the financial statements are in line with all relevant disclosure requirements.

Finance & Accounting Technical Assistance:

* Works with Programming staff to develop Budgets and Reporting Templates aligned to Results Frameworks and Annual Plans to advance aims and objectives of the Foundation.
* Provides hands on assistance to implementing partner based in Freetown, Sierra Leone to ensure openness, transparency and accountability are embedded in their systems and that appropriate finance accountability and reporting systems are developed and maintained and that appropriate policies procedures and controls in place.
* Provides financial management capacity building support to the Sierra Leone implementing Partner’s Auditing and Monitoring teams in their work with young, growing Credit Unions.

Finance & Compliance Policy Management:

* Maintains and updates the Finance, Governance, Donor and Compliance Policies and Procedures Manuals for HQ and for implementing partners and conduct regular reviews for ongoing relevance and compliance.
* Works with all staff to ensure all finance, donor & compliance policies and procedures are understood, embedded and ‘owned’ in order to improve governance and compliance.
* Development of in-country frameworks, guidelines and training materials for relevant implementing partner staff on best practice governance and compliance procedures (including observation of any specific donor imposed requirements).
* Co-ordinates Foundation policies and regulations updates on an annual basis to ensure Foundation and programme implementing partners are fully compliant with all Foundation, Charities Regulator Authority, local, State and donor rules and regulations.
* Manages and co-ordinates for organisational donor audits as necessary.
* Coordinates and manages the organisational risk management process on a quarterly basis.

**Other:**

* Works with the Programme Support Officer to ensure proper record keeping of all finance & donor related information through all programmes and ensuring completeness and compliance with all relevant regulatory; Foundation Dublin and donor requirements.
* Provide finance and compliance written briefings to the Foundation’s Board as requested.
* Undertake any other tasks as requested by the Foundation CEO.
* Works with the International Programme Manager to ensure all head office administration tasks related to donor funded projects are completed in a timely and accurate.

Person Specification

**Essential:**

* Professionally Qualified ACCA, CIMA, ACA, CPA.
* Five years’ experience working within Compliance, Finance, or Audit.
* Proven ability in financial reporting (ideally for funders) and budgeting.
* Strong knowledge of Excel, Word, and accountancy packages.
* Very keen eye for detail.
* Excellent administration and organisational skills.
* Ability to work under pressure often to strict deadlines.
* Enthusiastic and flexible work attitude and the ability to work productively in a team and independently.
* Ability to multi-task and proven experience to be pro-active.
* Excellent interpersonal and written communication skills
* Cross-cultural awareness and empathy with organisational goals.

**Desirable:**

* Previous experience in a similar role.
* Experience of reporting and proposal development for large institutional donors such as the EU, IFAD and Irish Aid.
* Experience in working in the international development sector and/or credit union sector.
* Willingness to travel overseas once a year to support our credit union partners.
* Commitment to and familiarity with the principles and ethos of the credit union movement.

Please submit CV with Cover letter via email to:

Maura Behan, HR Executive,

 Irish League of Credit Unions,

33 – 41 Lower Mount Street, Dublin 2.

Email: mbehan@creditunion.ie

Closing date for applications is **15th December 2022**

The Irish League of Credit Unions is an equal opportunities employer.

The ILCU International Development Foundation is registered in Ireland, registered charity number 20024314.