

Kilmacud Glenalbyn Sports Club (KGSC)

Job Specification - Finance Manager

- The post holder will be a qualified accountant reporting to the Board of KGSC or as directed.
- The position is part-time 25 hours per week based in the club offices at Glenalbyn. From time to time, hours may increase to assist with other duties and office cover.

General Duties Include:

- Prepare the annual budget for KGSC in consultation with the Finance Director, Chairman and the Board.
- Prepare monthly management accounts for the Finance Director and the Board of KGSC on a timely basis.
- Manage the drawdown of membership allocation from Kilmacud Crokes GAA Executive.
- Manage and reconcile all KGSC bank accounts, including transfer of half yearly AIB loan repayments and automate banking processes where possible.
- Bar Sales: Manage cash/credit card receipts, control floats for bar tills, review daily bar till reports (Z reports) ensuring that they are properly completed and assist with staff training on same if required.
- Bar Creditors: Manage payment of bar creditors in a timely manner with attention to due dates and discounts.
- General Overhead Creditors: Manage all overheads, ensuring compliance with budget allocations and proper purchasing procedures.
Process all invoices in a timely manner.
Prepare weekly / daily schedule of creditor payments for approval / payment (process for signing cheques or electronic transfer of funds to be agreed with the Finance Director KGSC).
- Kilmacud Crokes GAA (KC) Overheads: Manage agreed payments on behalf of KC and invoice KC Treasurer accordingly. Manage the inter-club account.
- General Income: Ensure all income due from Village Café, room hire, pitch advertising and car parking is managed efficiently.

- Payroll: Manage monthly and weekly payrolls for all fulltime and casual staff with payroll service provider.
Ensure that all PAYE / PRSI etc is paid on a timely basis to Revenue and reconcile KGSC Account with Revenue at year end.
- VAT: Prepare 4-Monthly VAT returns and agree a payment regime with Revenue (to be approved by the KGSC Board).
- General KGSC management: in conjunction with the Office Manager, ensure that the complex is well run in accordance with KGSC policies.
- Co-operate with all KGSC commercial clients and all club users.
- Carry out any other duties reasonably associated with the role and the functions of the Club office, including management of the annual audit.

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