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## IMMA RESOURCES

### VACANCY AT IMMA

ROLE REF: 2017-RES/FC1

#### Financial Controller

IMMA (Irish Museum of Modern Art) is Ireland's leading National Institution of Contemporary and Modern Art. Based in its home at the Royal Hospital Kilmainham in Dublin 8, IMMA is celebrated for its vibrant and dynamic exhibitions and engagement programmes and is committed to creating an enjoyable and engaging experience of contemporary art for everyone.

Due to retirement, we are looking to recruit a **Financial Controller** to join our Resources Team on a Full Time/ Permanent Basis.

Working with the Head of Resources and Enterprise, the role will lead the Finance Function at IMMA in the delivery of effective financial management, control, compliance and reporting. The role will manage the Finance Team to deliver in all aspects of the accounting cycle: transactional processing to management and statutory accounting, and play a key role in business decision support for this leading Cultural Organisation and Charity.

Deadline for applications is **Thursday 31<sup>st</sup> August 2017**. Interviews are planned for week beginning 11<sup>th</sup> September 2017.

IMMA Role Profile	
<b>ROLE REFERENCE:</b>	2017-RES/FC1
<b>ROLE TITLE:</b>	<b>Financial Controller</b>
<b>REPORTS TO:</b>	Head of Resources and Enterprise
<b>LOCATION:</b>	IMMA, Royal Hospital Kilmainham, Dublin 8
<b>PURPOSE OF THE ROLE:</b>	
<p>To lead the Finance Function at IMMA in the delivery of effective financial management, control, compliance and reporting. To manage the Finance Team to deliver in all aspects of the accounting cycle: transactional processing to management and statutory accounting, and play a key role in business decision support for this leading Cultural Organisation and Charity.</p> <p>The Financial Controller will oversee all aspects of Revenue and Capital Accounting, Payroll, Pensions, Grant and Treasury Management at IMMA. The role will be responsible for ensuring an effective system of internal regulation and control is in place - and manage the agenda of the Finance, Audit and Risk Committee, a sub-committee of the Board.</p> <p>Working with the Head of Resources, the Financial Controller will drive an enterprise and efficiency agenda throughout IMMA in support of IMMA's strategic plan.</p>	
<b>KEY TERMS OF EMPLOYMENT:</b>	
<ul style="list-style-type: none"> <li>• Full Time/ Permanent</li> <li>• 41.25 Hours Per Week (Gross) – 9:15am to 5:30pm</li> <li>• Professional Accountant Grade II PPC Scale – 59,765 – 61,132 – 62,494 – 63,862 – 65,227 – 65,295 – 65,958 – 66,630 – 68,511 (LS1)– 70,645 (LS2)</li> <li>• Annual Leave 27 days – rising to 29 after 5 years service and 31 after 10 years service (excludes Public Holidays)</li> <li>• Pensionable Post (Single Scheme unless other applies)</li> </ul>	
<b>KEY TASKS &amp; RESPONSIBILITIES:</b>	
<p><b>1. Compliance and Regulation</b></p> <p>To ensure adherence to and compliance with all statutory and other Regulations and Returns as required including:</p> <ul style="list-style-type: none"> <li>• Appropriate Accounting Standards</li> <li>• Charity Regulations and Recommended Practice</li> <li>• Statutory Returns, for Payroll, Taxation &amp; Pensions</li> <li>• Prompt Payment of Accounts Act</li> <li>• Companies Act 2014 – including all statutory returns</li> <li>• Grant funding returns</li> <li>• Responding to Parliamentary Questions</li> <li>• Code of Practice for the Government of State Bodies</li> <li>• Assisting with the preparation of Freedom of Information and Data Access requests as</li> </ul>	

is required under the Acts

- Other regulations and returns as required by State and the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs.

## 2. Financial Controls, Policies and Procedures

Develop, maintain, promote and ensure adherence to a robust system of Internal Financial Regulation and ensuring these are in line with the Code of Practice for the Government of State Bodies including, but not limited to:

- Schedule of Delegated Authorities
- Procurement and Purchasing Procedures
- Detailed Policies and Procedures for all key financial processes
- Fixed Assets and Capital Accounting
- Treasury Management, Cash and Asset Security
- Accounting Records and Archiving
- Anti-Corruption and Fraud Protection Measures

## 3. Budgeting and Planning

To manage an effective Budget Planning Process including:

- Setting and controlling the Annual Budgeting Planning Cycle in conjunction with the Head of Resources
- Ensuring that robust systems are in place to support the production of detailed “bottom up/ phased” annual budgets – including payroll, non-payroll, capital and cash/working capital budgets.
- Understanding the key drivers of cost and incomes of the business in order to support Business Unit Managers in the production of their annual budgets
- Ensuring that long term budgets and modelling is in place to support IMMA’s Corporate Strategy
- Presenting and explaining Annual Budgets to the SMT and the Board

## 4. Financial Performance and Reporting – Internal

To manage an effective system of internal and external Financial reporting including:

- Preparing Monthly Management Accounts to a strict timetable, incorporating P&L, Balance Sheet, Cash and Capital Reporting on a monthly basis
- Presenting Key Risk and Opportunities to Budget and assisting the SMT and Budget Holders in the understanding and explaining of those variances
- Preparing and revising the Full Year Forecast on a monthly basis for presentation to the Management Team
- Working with Budget Managers to Control and Reduce Costs, Drive Business Efficiencies and Maximise incomes across the business in conjunction with the Head of Resources
- Preparing and Presenting ad-hoc analysis and reports as is required by the Director, Head of Resources or SMT

## 5. Financial & Statutory Reporting – External

To manage the production of the Annual Statutory Accounts in line with accounting standards including:

- Setting and agreeing the Annual Timetable for the production of the Annual Accounts with the Finance and Audit Committee
- Liaising with the Comptroller and Audit General on the dates for the Audit
- Ensuring compliance with movements and changes as required by Accounting Standards
- Ensuring the effective and efficient production of the Accounts and developing systems in this regard
- Preparing a full, detailed and transparent Audit Pack to support the annual audit with key schedules and documents as is best practice and to support an efficient External Audit.
- Presenting the Accounts and the Management Letter to the Finance and Audit Committee and to undertake corrective action for areas of non-compliance/recommendations therein
- Submitting the Annual Accounts and the Annual return to the Companies Registration Office as is required under company law

## 6. Risk Management and Insurance

6.1 Maintain and develop the Corporate Risk Policy and Register including with the Head of Resources including:

- Maintaining and Updating the Policy on Risk Management and Control within IMMA
- Ensuring the Register and Associated Documents and Updated on a Monthly Basis in line with Policy
- Advising and supporting the Senior Management Team in the identification; description and evaluation of Key Business Risks
- Assist the SMT in the mitigation and control of Key Business Risks

6.2 Obtaining the required and necessary statutory and other insurances and processing and managing all insurance claims including:

- Combined Policy
- Art Works
- Government Indemnity

## 7. Board/ Finance & Audit Committee/ Sub-Committees

To support the work and the Chair of the Finance & Audit Committee by:

- Compiling and agreeing the Annual Agenda with the Chair of the Committee
- Ensuring Agendas, Minutes and Papers are compiled and distributed in good time to members of the Committee
- Developing the Committee Charters
- Maintaining the Register of Interests of the Board and Committee's as required by the Ethics in Public Office Act

- Ensuring that recommendations and actions from the Committee are carried out efficiently and effectively
- Lead and develop the Annual Programme for Internal Audit and ensure that any recommendations are effectively embedded in revised controls and procedures
- Assisting with Company Secretary duties in support of the Company Secretary including: Preparing Agenda's and Papers for Board Meetings; Maintaining a register of the letter of appointments of Board Members and ensuring appropriate induction; Submitting all statutory returns.

## 8. Pensions

To manage the IMMA Pensions arrangements with the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs including:

- Developing Robust Systems for Processing new joiners and leavers and preparing pensions illustrations and schedules therein
- Communicating with staff in relation to Pension Benefits and Rules of the Scheme (s)
- Preparing all necessary annual reporting and returns as is required
- Commissioning and providing information to support the annual statements required under FRS 17

## 9. Business Strategy

To contribute to IMMA's Medium and Long Term Strategic Plans including:

- Developing Financial Models to support long term business planning
- Supporting the SMT in developing financial and non-financial information to support the translation of key deliverables into sound and detailed financial plans

## 10. Financial Systems - ICT

To manage, maintain and develop Financial ICT systems including:

- Controlling all Systems Administration – access and permissions for the Finance Team and leading on good systems Management and Administration
- Controlling and Managing the Chart of Accounts and Reporting structures
- Ensuring effective use of the Finance System and maximising its functionality
- Ensure additional systems – e.g. Payroll, are managed and controlled in line with above
- Identify and purchase new systems, modules or integration software to increase efficiency and reduce processing time and cost

## 11. Staff Management / Team Development

To lead and develop the Finance Team including:

- Ensuring Role Profiles of the Team are accurate and up to date in line with Duties
- Ensuring the required the team to deliver a compliant and effective finance service
- Leading and manage the team to deliver the required outputs and standards required by the Finance Function
- Developing and setting annual team and individual deliverables and targets and KPI's.
- Preparing development plans for the team and individuals – including the development

of training programmes and on-the-job coaching to support duties and address skills gaps

- Ensuring that the team development and maintain the highest level of Customer Service Standards
- Adhere to IMMA's Personal Development and Performance Review systems (PPDR)

## 12. Representation and Stakeholder Management

To develop and maintain effective relationships with internal and external stakeholders including:

- Developing working relationships and Service Level Agreements with Internal and External departments and agencies to improve financial control and reporting
- Liaise with the Department to ensure the drawdown of grant in aid on a quarterly basis
- Representing IMMA at all necessary committees and meetings and reporting back to SMT
- Undertake an annual "Customer Satisfaction" survey for the Finance Function in conjunction with the Head of Resources

## 13. Governance

With the support of the Head of Resources to:

- Ensure that the highest levels of Corporate Governance are maintained in line with the appropriate Code(s) of Practice for Government Bodies and Charities.

## 14. Professional Standards and Leadership

To maintain corporate and professional standards and provide overall leadership and management of the Finance Function through:

- Leading the Finance Function with enthusiasm, professionalism and drive to promote and advocate best practice in Financial Management across the business
- Ensuring adherence to IMMA's Charitable Objects, Values, Policies and Procedures
- Maintaining and promoting the highest levels of Ethics, Professionalism, Discretion and Confidentiality at all times
- Advocating a culture of Continuous Improvement within the Finance Function and the Business
- Committing to Excellent Internal and External Customer Service
- Leading innovation and transformation within the Finance Function
- Benchmarking and Sharing best practice in Financial Management
- Personal Commitment to, and advocate for, Continued Professional Development and maintaining membership of Professional Body(s)

## KEY RESULT AREAS

- **Budgeting:** Measure: Annual Budgets in Prepared and in place to agreed Timetable:
- **Financial Performance & Reporting:** Measure: Monthly Management Accounts in produced by working day 5
- **Financial Regulations/Policies and Procedures:** Measure: Comprehensive Financial

Regulations in place and reviewed Annually; Adherence to Policies and Procedures is measured and monitored

- **Compliance:** Measure: Calendar of Statutory Returns is prepared and adhered to
- **Finance KPI's:** Measure: Monthly KPI's in place for Finance Function including: Debtor and Creditor Days; Prompt Payments; Liquidity; Process adherence.
- **Committee Management:** Measure: Board and Committee Papers are prepared and circulated to agreed timetables
- **Financial Systems:** Measure: Finance Systems are optimised, secure; documented and controlled
- **Customer Satisfaction** – Customer Satisfaction/ Feedback is monitored: Measure: Annual Measure CSI

PERSON SPECIFICATION		
	Essential	Desirable
QUALIFICATIONS		
Qualified Accountant and current membership of Relevant Professional Accounting Body – 5 years PQE minimum	✓	
SKILLS & EXPERIENCE		
Experience of Leading and Managing a Finance Team	✓	
Experience of a Finance Leadership Role in an SME	✓	
Experience of a Finance Leadership Role in a Charity or Public Sector Organisation		✓
Extensive and demonstrated experience of preparing Annual Budgets	✓	
Extensive and demonstrated experience of preparation of monthly management accounts. Practical and current knowledge of preparing Annual, Statutory Accounts.	✓	
Extensive and demonstrated experience of analysing complex financial information to support decision making, and reporting and presenting that financial information.	✓	
Significant and demonstrated experience of the development, implementation, maintenance and monitoring of systems of internal control, processes and procedures.	✓	
Experience of preparing statutory returns including Taxation; Payroll Returns; Company Returns	✓	
Experience of managing Board Sub-Committees	✓	
Experience of preparing VAT Partial Exemption		✓





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# IMMA RESOURCES

Experiencing of Managing Grant Funding and Returns		✓
Experience of Managing Capital Funds	✓	
Experience of Commissioning and Working with Professional Advisors	✓	
Experience of Managing and implementing change to Financial Accounting ICT Systems	✓	
Significant Technical Competency in Office and Finance Applications Software.	✓	
Experience of Managing Public Sector Pensions		✓
Experience of Managing Public Sector Procurement		✓
<b>PERSONAL COMPETENCIES</b>		
<b>Communication:</b> Excellent interpersonal, communication and influencing skills. Committed to Customer Service. Seeks and acts on Customer Feedback.	✓	
<b>Leadership:</b> Ability to Lead and Manage a team and contribute effectively as a member in a Senior Management Role.	✓	
<b>Analysing and Decision Making:</b> Ability to analyse complex information and make recommendations to support decision making	✓	
<b>Results Driven:</b> Output oriented. Consistently delivers quality results to key deadlines.	✓	
<b>Change Oriented:</b> Ability to lead in the identification of improvements and implement and manage change programmes.	✓	
<b>Specialist Knowledge:</b> Commitment to Professional Standards and own CPD. Seeks and demonstrated Best Practice in Financial Management.	✓	
<b>Values:</b> Self Motivated and committed to Public Service Values. Fosters the highest standards of Ethics and Integrity.	✓	
<b>Equality &amp; Diversity:</b> Awareness and Commitment to Equality of Access and Opportunity. Supports and champions diversity in the workplace.	✓	





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## IMMA RESOURCES

### Application Process

To ensure equality of opportunity, IMMA follows a systematic, competency-based application process and you are invited to apply by completing the following application forms. Please ensure you complete and return Form A and Form B which can be found and downloaded on our website: [http://www.imma.ie/en/subnav\\_29.htm](http://www.imma.ie/en/subnav_29.htm). Please ensure you mark your application with the appropriate Role Reference.



IMMA Application  
Form A - V1 2017.do



IMMA Application  
Form B - V1 2017.do

### Completed Application Forms

The Deadline for Receiving Applications is – Thursday 31<sup>st</sup> August 2017

You can return completed forms by email to:

[human.resources@imma.ie](mailto:human.resources@imma.ie)

or by Post to:

Human Resources  
Irish Museum of Modern Art  
Royal Hospital Kilmainham  
Military Road  
Dublin 8, DO8 FW31  
Republic of Ireland

Please note CV's will not be accepted for this post. No agencies please.