



**SOUTH EAST
ENERGY AGENCY**

Application for Employment

**ENGINEERS
IRELAND**

CPD ACCREDITED EMPLOYER

Finance Manager

Open Position

Continually focused on sustainability the South East Energy Agency based in Kilkenny City is offering an exciting opportunity for the right candidate who can bring their own unique energy to this role! The South East Energy Agency (SEEA) is a dynamic organisation dedicated to promoting sustainable energy practices and fostering a clean and efficient energy future in the southeastern region. We work on a wide range of projects, providing a range of energy services including local authority energy management, feasibility studies, decarbonisation, EU Project management, energy auditing, community supports, energy efficiency & renewable energy development, Life Cycle Procurement, grant administration, awareness & communication and more. We provide independent brokering & technical support and advice particularly in the community undertaking sustainable energy projects and play a pivotal role in transforming the energy landscape of the Southeast.

Role Overview

JOB TITLE:	Finance Manager
START DATE:	Immediate
SALARY:	Guide €60k-€70k DOE Plus Work Phone and Laptop Business Expenses Company pension with employer contribution Sick Pay scheme
CPD:	CPD support provided to successful candidate to assist Qualification and Career growth
LOCATION:	The beautiful grounds of St Kieran's College in the vibrant city of Kilkenny. Working from home, at agreed times will be considered
CONTRACT TYPE:	2-year Fixed contract with 2-year extension option subject to performance.
WORKING HOURS:	Full time – Mon to Friday. 37.5hr/ week standard contract. 24 days annual leave. Part -time is a potential option, if requested.

Person Specification

We are seeking a highly motivated individual who is passionate about climate action and wishes to join a multidisciplinary team driven to help achieve the Climate Action Plan 2030 across homes and communities in the Southeast Region. This person will be responsible for producing monthly Management Accounts and Reporting for South East Energy Agency. A finance professional with excellent attention to detail and a demonstrable capacity for delivering accurate work on time in a busy working environment. We are looking for a solution focused person who is willing to bring a dynamic approach to the role. Will have excellent verbal and written skills to translate complex financial data to a diverse range of stakeholders.

What you will be doing

- Lead the accuracy and timely posting of all accounting data using SAGE 50 Accounting.
- Manage Debtors, Creditors and Bank Ledgers to include customer service to clients including invoices, accounts and queries.
- Management of Accounts Receivable / Accounts Payable/Bank Reconciliation.
- Reconcile, monitor and report on cashflow.
- Preparation, reconciliation and filing of VAT returns - Management of all Revenue-related matters.
- Manage month end processes.
- Preparation of Monthly Management Accounts and presentation to the Management Team.
- Preparation of Quarterly Board Finance Reports.
- Reconcile monthly payroll – (processed externally – outsourced).
- Accounts Support to EU Project Reporting - processing and submission of financial claims.
- Preparation and presentation of Management and Annual Accounts and any financial reports as required.
- Coordinate and support annual audits for South East Energy Agency and subsidiaries.
- Support with banking relationships.
- Manage all company records.
- Being the lead point of contact for all departments on financial and accounting matters.
- Drive process and system improvement.

The Ideal Candidate

Each Candidate must, on the latest date for receipt of completed application forms for the position have:

- Hold a relevant professional qualification (ACCA, ACA, CIMA or equivalent) and a minimum of 3 years' post qualification experience.
- Minimum of 5 years' hand-on experience in accounting or related function.
- Sound technical, account, tax and reporting experience.
- Proficient in using Sage 50 or equivalent Accounts Package and intermediate experience in MS Excel.
- Experience producing and analysing P&L, Balance Sheet, etc from Sage 50.

- Excellent interpersonal and communication skills to develop close working relationships with colleagues, clients and key stakeholders.
- Excellent attention to detail and high level of accuracy.
- Proactive approach to work.
- Good organizational and time management skills with ability to prioritise tasks and meet deadlines.
- Team player who inspires, challenges and strives for results.
- Ability to be discreet and manage confidential data.

Desirable Experience / Qualifications

- Experience in producing reports to management that creates an understanding and communicates why and where action is required.
- Advanced Excel skills.

How to Apply?

Please complete the **Application Form** available on <http://www.southeastenergy.ie/careers> and return to **Joanne Brennan at jbrennan@southeastenergy.ie with a subject line 'Finance Manager'** telling us more about yourself, your experience/ambitions. Please also indicate your earliest available starting date.

NOTE. If you do not wish that we contact current or past employers, please state so and explain the reasons in your letter of motivation. All applications will be treated confidentially and respecting the privacy of the candidate. Applications that do not meet the deadline will be excluded.

South East Energy Agency is an equal opportunities employer. *Note: your CV may be attached but will not substitute for a completed South East Energy Agency **Application Form**. A panel of successful candidates will be created and as vacancies arise, they will be filled from the panel of suitably qualified candidates. Placement on a panel is not a guarantee of appointment to a position.

Closing date for applications is Monday 12th May 2025 at 4pm

