



**GOLD CORE**

## **Job Description**

**Title of Job: Finance Manager**

**Reports to: The CEO**

**Purpose:** The Finance Manager will be responsible for the overall financial management and performance of the company. This includes coordinating the production of management reports, preparing and filing all tax reports, managing budgets, assisting in strategic allocation of capital, developing long-term financial plans, company secretarial filings, providing financial advice to key departments, creating investment strategies, conducting risk analyses, and managing internal finance staff and external contractors.

### **Key Responsibilities:**

- Coordinate the production of management reports on a monthly basis
- Prepare and file all tax reports for all jurisdictions as needed
- Prepare and manage budgets for key departments
- Assist in strategic allocation of capital
- Assist in financial modelling projects
- Develop long-term financial plans
- Review and manage grant supports
- Provide financial advice for marketing and operations divisions
- Create investment strategies and identify growth areas
- Conduct periodic risk analyses
- Monitor tax liabilities and audits when necessary
- Manage internal finance staff and external contracts, auditors

### **Primary Objectives:**

- Ensure the financial stability of the company
- Preparation of financial plans, budgets, and models to aid commercial decisions within the senior leadership team
- Ensure the firm meets regulatory obligations

### **Specific Responsibilities of the Job**

**Ensure the financial stability of the company:** The Finance Manager will be responsible for

monitoring the financial health of the company, identifying potential risks, and implementing strategies to mitigate those risks. This will involve regular financial reporting, budgeting, and forecasting to ensure that the company has the resources and capital needed to meet its financial obligations and continue to grow.

**Preparation of financial plans:** The Finance Manager will prepare and manage the production of financial plans, budgets, and models to aid commercial decisions within the senior leadership team. The Finance Manager will work closely with the senior leadership team to develop financial plans, budgets, and models that will inform and support the company's strategic decisions. This includes creating financial projections and forecasting, identifying key performance indicators, and developing metrics to measure the company's financial performance.

**Ensure the firm meets regulatory obligations:** The Finance Manager will be responsible for ensuring that the company is compliant with all applicable laws and regulations. This includes monitoring changes in legislation, implementing internal controls and procedures, and working with external auditors and regulators to ensure that the company is in compliance with all applicable laws and regulations. This will ensure the company is operating in accordance with best practices and industry standards.

#### **Promote a culture of security and data protection**

The safe management of our clients data is of critical importance to us. We require you to place at the forefront of your work the safety of our client data, the safe interaction and access of client data silos and to make information security and data protection at the heart of our work.

#### **To never cease seeking improvements and adding value for the team**

We rely on each other to do our very best - a co-reliance is how we will succeed. We do not engage in politics, egotistical behaviour or any other activity that could devalue the work of others. You are expected to ceaselessly seek and add value, create efficiency, identify gaps and improvements. Our purpose is to deliver better and faster than any competitor so that we can win market share. Such a goal can only happen when every single team member seeks incremental improvements at every level in every function and system.

#### **To make everyone around you look good, work better and be happier**

We put each other first, before ourselves. We know that collectively we will become better. We do this by being professional, patient, disciplined and caring. Taking the time to put the other person first, knowing that they will put you first, means we spend less time competing with each other and instead competing as a team in the market. Our success is a shared expression and can only happen when we all pull together.

## **Work Environment**

We are family friendly. You can work from home or from our Dublin and Galway office as required. We operate across four countries within the international bullion markets, a fast paced,

always interesting and changing environment. Internally we operate a flat management structure, with decision making decentralised in many areas. We encourage ideas from the ground up, disruptors are welcome. We never sit still and believe in constant evolution and improvement. Being nearly 20 years old we are financially stable and enjoy a diverse client bank across 140 countries. Aty GoldCore you will interact with all departments and functions and learn about how business operates across specialist areas.

### **Qualifications:**

- Bachelor's degree in finance, accounting, or a related field
- Minimum of 5 years of post qualification experience in financial management
- Strong knowledge of financial regulations and compliance
- Proven experience in financial planning and strategy
- Excellent analytical and problem-solving skills
- Strong leadership and management skills
- Excellent communication and interpersonal skills
- Ability to work in a fast-paced and deadline-driven environment

Salary: Competitive salary package with benefits.

### **Conclusion**

This is an exciting and pivotal role for any professional wishing to join an exciting and progressive company. We are very client focused working hard to deliver for our clients in the big and the small things. We love our team environment and we love to spend time together, on our off site in Kerry, Galway or Dublin. We believe that great work starts with great teams working with purpose. We set out to wow our clients, amaze our competitors and to make our employees proud every day.