



Financial Controller (part time contractor or employee)

About INEX

INEX is the internet exchange point (IXP) for the island of Ireland. It was set up as a mutual organisation over 25 years ago to make connections between internet networks in Ireland more efficient, resilient and ultimately a better experience for end users.

The IXP points of presence that INEX operates exist across seven data centres in the Dublin region and INEX has a stand-alone internet exchange in Cork. INEX's members are organisations that benefit from having excellent interconnection with other networks. They do this by exchanging traffic between their networks over INEX infrastructure.

Members of INEX (over 100 currently) range from regional internet services providers around the island of Ireland, larger national and international providers of internet access services, web hosting companies and global internet content providers.

INEX is recognised around the world for its excellence in delivering IXP services. The IXP management software platform INEX developed, IXP Manager, is in use by over 200 IXPs around the world on a free to use (open source) basis. This has made INEX a significant force for good in the internet industry globally.

INEX is a Company Limited by Guarantee and operates on a cost recovery basis. The organisation has three employees currently with a highly experienced outsourced network engineering team of four who have worked with INEX for many years.

The Role

INEX is planning to enhance the current team by bringing onboard someone to oversee the financial management of the organisation, working closely with the CEO to bring the accounting function in-house. This a remote role.

The role will be a perfect match for someone who is looking for a part-time role and is keen to be part of a team that consistently aims to improve how things are done, supports the development of future projects and helps to increase the value of INEX for its members.

This role will suit someone who has extensive experience but is comfortable and confident working in a small team taking on various levels of financial activity as necessary. We are keen to welcome someone who is interested in being a long-term team member of INEX.

There is significant scope for the new team member to define the role and tools they use but an overview of the likely requirements and work are:

- Overseeing the finance function of INEX (turnover ~€1m).
- Reviewing and revising (as necessary) internal finance management processes and procedures
- Working with the CEO and management team to fine-tune budgets and contribute on occasion to proposals.
- Working with the administrator to ensure that the annual, monthly and weekly AP and AR processes are undertaken efficiently. INEX uses Sage One accounting software.
- Ensuring all reporting (VIES, VAT, P30 etc) submissions are timetabled and undertaken or overseen accurately and in a timely manner.
- Preparing half yearly and annual management accounts, quarterly cash flow reporting.
- Preparing financial reporting data for Board and Members
- Overseeing payroll management and Revenue reporting/payments (3/4 employees).
- Preparing INEX's annual Financial Statements to meet FRS102 1A standards
- INEX is currently not subject to corporation tax and is not required to produce Corporation Tax Returns.
- Facilitating the audit alongside the CEO and working with the board to complete this in an accurate and timely fashion.
- Overseeing the development of processes to accommodate any auditor recommendations
- Engaging with INEX members (working with the community and marketing manager as necessary) and suppliers to ensure an efficient and positive working relationship.
- Attendance at INEX meetings (as necessary).
- Working with the CEO to ensure banking policies and processes are up to date and implemented.
- Keep abreast of new legal and financial requirements as they relate to INEX and update policies and procedures to reflect these in a timely manner.

Things that are important for this role:

- Experience of overseeing small finance function working alongside the finance administrator.
- Accountancy Qualification (CPA, ACA, ACCA, CIMA) with experience of working at FC/FD level.
- Knowledge and experience of preparing financial statements in line with FRS102
- Comfortable and confident in sharing knowledge and skills with team members
- Interest in or ability to learn about the internet and interconnection industries to enable greater contribution to the development of INEX from a financial perspective

The role will report into the CEO and will have close engagement with the part-time finance administrator and other team and INEX Board members.

Part-time role with flexibility on working days/hours – 3/4 days per month on average over the course of the year. The nature of production of accounts, audit and financial statements will mean that the workload will be higher in some months than others – flexibility to accommodate this is necessary.

May suit someone getting back into the work environment or who has other part-time work/clients and can be accommodated as either employee or contractor.

This short video explains what peering is <https://www.youtube.com/watch?v=cpAUedhciAY>

How to Apply

To apply for this role, please send an up-to-date CV (ideally in .pdf format), together with a cover email outlining why it appeals to you and why you are a good match for the opportunity to careers@inex.ie. Applications and enquiries for this role will only be accepted over email – no phone calls, thank you.

Agencies: No agencies will be engaged for this role and we advise recruitment agents that all unsolicited emails will be deleted unread.

<https://www.inex.ie/recruitment-privacy-policy/>