

Job Role Specification

The Role: Finance Manager

Role Summary:

The Finance Manager works closely with the CEO to ensure the finances of the organisation are effectively managed and that the Board has the financial and monitoring information they need to fulfil their strategic financial management role. The Finance Manager is the key role in the organisation to liaise with Ana Liffey's funders on all matters related to funding. The Finance Manager will work to satisfy all funder needs related to finance; both financial management and reporting.

The Finance Manager will directly line manage the Office Team Leader. The Office Team Leader will manage all other members of the Finance and Facilities team and coordinate their workload which includes financial administration, facilities management, health and safety administration and organisational administration. Finan

Reports to: The Finance Manager will report directly to the CEO and will be a key member of the Ana Liffey Senior Management Team (SMT).

Role responsibilities (include, but not limited to):

The following outlines some of the key responsibilities of the role, and these may be expanded or refined from time to time to meet the business needs of the organisation.

Finance & Administration

- Working closely with the CEO, the Finance Subcommittee of the Board and the Company Secretary, take a lead role in managing the company's financial affairs.
- Participate in the organisation and running of the Board Finance Subcommittee, in line with the terms of reference of that body.
- Report to the Board on financial matters as required.
- Work with the auditor on an annual basis and as required to prepare audited accounts.
- Monitor the organisation's finance and procurement policies and practices and update as necessary in consultation with the SMT to ensure such policies and practices are consistent with:
 - Good financial and governance practice in the NGO sector
 - The requirements of funders and grant makers
 - The advice of the organisation's auditors
 - Overall strategic and operational objectives of the organisation
- Ensure appropriate oversight and management of the organisation's obligations in relation to financial issues, such as:
 - Payroll (carried out with the HR team)
 - Procurement

- Audit
- Returns to Revenue
- Recording and data protection
- Oversee the appropriate documentation and monitoring of income and expenditure in line with agreed policy and procedure.
- Prepare monthly management figures for CEO to review actuals.
- Coordinate the organisational budget preparation on an annual basis, revisions quarterly and re-forecasting monthly or as needed.
- Ensure regular liaising with budget holders on effective and efficient budget management.
- Ensure that timely and accurate reports are made to funders, CEO and Board
- Keep up membership of ACCA and its CPD requirements
- Agree service performance metrics through the Senior Management team (SMT) and ensure that these metrics are delivered upon.
- Oversee the timely and quality development and implementation of administration, financial and facilities policies and procedures for the Ana Liffey.
- Oversee the financial performance and delivery of service level agreements objectives with funders and ensure quality, completeness and timeliness in the delivery of appropriate reports and documentation in collaboration with the Senior Management Team.
- Lead the organisation's finance and facilities administrative functions.

Leadership

- Directly line manage the Office Team Leader and ensure they are meeting their KPIs. Ensure reports on facilities, health and safety and administration and received from the Office Team Leader and brought to Senior Management Team meetings.

Leadership & Resource Management

- Establish and maintain good working relationships with relevant and appropriate agencies in the community, voluntary, statutory and private sectors.
- Represent the organisation on external bodies as delegated by the CEO.
- Be willing to be telephoned out of hours or called into work in a time of crisis.
- Promote and support the organisation's values and policies to achieve ALDP's Vision and Mission.
- Support the development and maintenance of excellent working relationships with relevant and appropriate agencies in the community, voluntary, statutory and private sectors.
- As a key member of the SMT, support other team members and the CEO to run the ALDP organisation as effectively as possible, ensuring excellent communications across all levels of the organisation.
- Along with the senior management team, promote a culture that motivates employees and volunteers and enables them to work to the values and goals of ALDP.

- Provide strong leadership by fostering innovation, teamwork, and ongoing learning.
- Engage positively and constructively in the regular SMT meetings.
- Promote and support a positive team working environment across the Ana Liffey organisation.
- Manage the Finance and Facilities team performance through the agreed performance management process and procedures.
- Ensure that there is a culture of continuous improvement and team working across the organisation.

General

- Ensure, from a leadership perspective, the compilation and implementation of overall stock control measures across all ALDP locations with the Office Team Leader and facilities staff and generate reports as required for the SMT.
- Support and contribute to the ALDP risk assessment process and the development and upkeep of ALDP risk registers and assets register.
- Support the development of and promote compliance with ALDP's quality management system and adherence to agreed policies and procedures
- Ensure that agreed financial records are maintained to agreed policy guidelines.
- Other areas of responsibility may be assigned to the Finance Manager to meet the changing needs of the organisation.

Person Requirements:

- Educated to Degree Level or significant relevant experience.
- Recognised Accounting /Financial qualification essential
- Minimum 2 years proven experience working in the NGO sector or equivalent.
- Have experience at a management level managing and achieving targets in financial management
- Knowledge of Health and Safety legislation alongside the practical implementation within the working environment
- Excellent IT/IS skills and working knowledge of Microsoft outlook, word, excel and database experience

Knowledge, skills & competencies:

- Experience of working within a publicly funded body is desirable.
- Self-motivated person who is committed to ALDP vision.
- Ability to effectively delegate tasks whilst ensuring high levels of service.
- Ability to be a 'go-to' person, committed to resolving issues as they arise.
- Able to maintain the highest standards of confidentiality, discretion, and respect.
- High-level communication skills both written and verbal
- Excellent communication skills, with experience in presenting information to a variety of stakeholders (internally and externally)
- Ability to network and negotiate effectively with individuals and groups, within Ana Liffey and outside



- Given the nature of the work of ALDP, occasional evening and weekend work may be required

Working Base:

The ALDP is fully supportive of providing flexible working arrangements to its workforce within the confines of the services it delivers, and the client and partners it works with. The base location for this role will be Amien Street Dublin 1. The Finance Manager will be expected to travel to other ALDP site locations for in person meetings and to regularly engage with other senior management team members.

Terms:

HOURS: 35 hours per week Monday –Friday 9.30am -5.30pm.

SALARY: €66,326.00

CONTRACT: Contract of indefinite period.

Benefits:

As set out in contract

Note: All other terms and conditions of an internal candidate remains the same are as set out in the contract of employment.