



**Job Specification:** Director of Finance

**Term:** Permanent

**Working Week:** Full time and Hybrid options available.

**Reporting Line:** CEO

### Core Purpose of the Role

This strategic role is a key role on the ISPCC Senior Leadership Team and at its core has responsibilities for

- leadership of key organisational functions – governance, Information Technology and Office Environment/Facilities
- the management of the organisation’s finances, financial strategy and balance sheet
- to contribute to the development and delivery of corporate strategy for the ISPCC
- to adopt a business partner approach across the full senior leadership team in support of each team member’s strategic goals

### Role Specification

The following job specification is not intended to be a comprehensive list of all duties involved and consequently, the role may be required to perform other duties as appropriate to the post which may be assigned from time to time.

#### Finance

- To ensure the organisation’s financial systems are fit for purpose, enabling ISPCC to meet its organisational objectives.

- To oversee the achievement of successful external and internal audit outcomes for the ISPCC.
- To lead on the preparation of annual budgets for the ISPCC, ensuring budget targets are underpinned by evidenced assumptions and with an emphasis on value for money in service delivery.
- To have responsibility for overseeing preparation of the organisation's monthly management accounts, and the organisation's annual financial report and accounts to the AGM
- Regular briefings and attendance at the organisation's Audit, Risk and Compliance board sub - committees' meetings
- To oversee the management of the organisation's Risk Register and with the CEO, to manage those risks effectively.
- Line Management of a committed team of Finance, Governance and IT professionals.

### **Information Technology**

- To oversee strategy and operation of the organisation's IT function- ensuring its core infrastructure, and security is fit for purpose, and acts as an enabler to the organisation to meet its objectives.
- To oversee development of the organisation's CRM and web platform so that they aid service delivery and effectiveness.

### **Risk and Governance**

- To ensure the ISPCC is fully compliant and meets high standards of governance, by ensuring adherence to the Charity Regulator's code of governance.
- To ensure the Board is supported to make decisions by providing it with timely information and performance data as part of the agreed regular board meetings.
- To oversee effective operation of the Board annual calendar of meetings, administration and secretariat for meetings and any other board support as necessary
- To lead on the programme of Board Induction and ongoing development

## Personal Specification

- Demonstrable commitment to ISPCCC values and behaviours, who represents an excellent cultural fit for ISPCCC, with a shared purpose towards the achievement of positive outcomes for children
- Experienced at a Senior Level at Finance Leadership level
- A self-aware leader and People Manager, you will need to be able to demonstrate empowering leadership and ability to motivate and lead teams at a senior level.
- Operating a Finance Business partner model, you will be a strong team player partnering with business stakeholders to provide the right balance of challenge and build to support the business make the best financial decisions.
- A strong people manager you will focus on the development of your team, building succession and growth potential in the team
- You will need to demonstrate strong interpersonal and communication skills and demonstrate an ability to understand the ISPCCC, with excellent in communication across multiple stakeholders (employees, volunteers, Board) both in person and in written communications.
- You will possess excellent judgement and gravitas and ability to provide strategic advice to CEO, Senior Leadership team and Board
- Full eligibility to work in Ireland with excellent proficiency in English you will have knowledge of local finance and governance environment.

## Qualifications and Experience

### Essential:

- A seasoned Finance professional, you will have at least 5 years' experience in a Senior Leadership Finance role.
- Fully Qualified Accountant, ACA, ACCA or CIMA with 10 years post qualified experience. Degree Qualified ideally in business, finance, or governance areas.
- Experience of financial management and finance reporting at a senior level in an organisation

- Experience of overseeing preparation of budgets and managing active forecasting of income and expenditure
- Knowledge of current best practice and reporting requirements in Finance, IT and Governance.
- Experience of use of Digital financial software packages such as Accounts IQ or similar.
- A good understanding of the field of Governance, GDPR and compliance is essential.

### **Desirable:**

- Audit practice experience is desirable.
- Experience of leading teams including IT is desirable.
- Experience of working with charity SORP accounting practices whilst not necessary is desirable.
- Ability to identify high level financial risks and reporting them effectively.
- Experience of supporting senior leaders in the achievement of financial and other targets to a high standard at senior level
- Full driving Licence

### **Organisational Structure**

