

**Job Title:** Head of Governance and Finance

**Job Purpose:** The Head of Governance and Finance will support the Chief Executive to lead and manage the Children's Rights Alliance's governance, human resource and finance functions.

**Leadership and Management**

- Lead and manage the Children's Rights Alliance's Governance, HR and Finance functions to the highest level of efficiency, effectiveness and accountability.
- Support the Chief Executive in strategic planning, work planning, staff supervision/development, budgetary and evaluation activities.
- Supervise and support the Office and Finance Manager.

**Governance, Human Resources and Finance**

- Support the Chief Executive to develop, drive and manage the implementation of the governance, HR and financial strategies, plans, policies and organisational rules.
- Oversee the development of the organisation's financial management accounts and statements in accordance with FRS102 and SORP2015 and other best practice as relevant.
- Prepare budgets, multi-annual forecasts and other financial reports as required.
- Support the Chief Executive to co-ordinate risk management plans across the organisation.
- Oversee the implementation and ensure compliance with the organisation's procurement policies.
- Support the Company Secretary, co-ordinate the production of board reports and attend all board meetings in that capacity.
- Support the Chief Executive to assess and ensure the Children's Rights Alliance's compliance with legal, financial, IT, statutory and funder reporting requirements.
- Proactively plan for funder audits and respond to funder audit reports in a timely manner.

**Other**

- Act in accordance with the objectives and ethos of the Alliance.
- Participate in regular supervision with your line manager.
- Participate in team and staff meetings, service reviews/evaluations and contribute to the development of policy and practice within the organisation.
- Report any area of concern to your line manager in a timely manner.
- Show reasonable flexibility in relation to hours of work of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.

- Be vigilant to any health and safety risks, data protection of child protection risks in the work place and bring any concerns to designated officers and/or your line-manager.
- Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- Undertake other duties as may be reasonably required from time-to-time.

## **Person Specification**

### **Experience and Knowledge**

#### **Essential**

- At least three years' experience of a manager role.
- Excellent knowledge of current best practice and reporting requirements in finance and governance.
- Knowledge of employment law and good employment practices for a small company/organisation.
- Audit practice experience.

#### **Desirable**

- A qualified accountant or university degree in business, finance and/or governance.
- Experience in the not-for-profit sector and SORP 2015.

### **Skills**

#### **Essential**

- Leadership and people management skills.
- Ability to think strategically and translate into effective action plans.
- Financial and analytical skills for scenario planning, budget/forecast design and monitoring.
- Strong written and verbal communication skills.

### **Personal Attributes**

#### **Essential**

- Committed, driven and hard working.
- Ability to prioritize competing demands and to meet deadlines.
- Positive, consistent, thorough and accurate.
- Strong team player.
- Commitment to the values of the Children's Rights Alliance.

**Location:** Offices of the Children's Rights Alliance, 7 Red Cow Lane, Smithfield, Dublin 7, Ireland

**Reporting to:** Chief Executive

**Terms:** This is a three-day a week position. The full salary is €51,660 per annum (pro rata) on a three-day a week basis with a 10% pension contribution after six months. This is a three-year temporary contract position. The contract is subject to a six month probationary period.

**Applications:** A letter of application, along with a CV should be sent to Tanya Ward, Chief Executive, Children's Rights Alliance, 7 Red Cow Lane, Dublin 7 or to: [tanya@childrensrights.ie](mailto:tanya@childrensrights.ie)

**The deadline for receipt of applications is 5pm, Monday, 15 January 2018.**

**Interviews will take place on Thursday 18 January 2018.**