

Recruitment Pack
Director of Finance
Final 1.0 April 4th 2022

1. About The Wheel

The Wheel is Ireland's national association of community and voluntary organisations, charities and social enterprises. We are a registered charity in Ireland and are unique in our role as a 'one-stop-shop' for anything related to the charity and non-profit sector.

'Our Vision is a thriving community and voluntary sector at the heart of a fair, just and inclusive Ireland.'

We are an authoritative and trusted voice for the sector, and we are enthusiastically committed to transparency, accountability, and the highest standards of practice and governance. Together, we work to ensure that the sector is recognised and respected, adequately resourced and appropriately regulated.

Learn more about who we are here <https://www.wheel.ie/>

2. The Opportunity

In December 2021 The Wheel's board signed off on a new strategic plan for the organisation, which will steer our progress, up to the year 2026.

In parallel, the organisation's structure, leadership and decision-making was redesigned – made possible by the growth and success in recent years.

This has resulted in the development of a new integrated Finance and Operations team. It comprises the previous Finance & Admin team, augmented by communications, marketing and operations functions.

After almost six years the current Director of Finance, is moving on to different opportunities. We now have a unique leadership vacancy at the senior management level in an organisation that provides leadership for a whole sector.

The ideal candidate will be a senior finance professional, highly experienced in developing and implementing financial and operational strategies. S/he will be comfortable using their expertise as the basis for engaging with members, regulators and public policy-makers to advance The Wheel's strategic objectives.

By joining The Wheel as one of our team, you will become part of a movement of people and organisations who believe that by working together we can shape Ireland's future.

3. The Role

Position:	Director of Finance
Location:	Dublin (& hybrid)
Reports To:	Chief Executive Officer
Line Manager For:	Finance, admin, communications and operations teams

Role Purpose

Reporting to the CEO, the Director of Finance provides strategic leadership and direction to The Wheel across its work, with a particular focus on finance, risk management, operational and impact activities. The role also involves external engagement with members, regulators and policy-makers influencing change at both national and local levels.

As a member of the Senior Management Team, the new appointee will steer the development and delivery of The Wheel's strategic objectives through leading the finance and operations team to be innovative, member focused and accountable.

Joining the Senior Management Team we would expect the post holder to bring a blend of strong communication, people and leadership skills. They will also have the strategic and relationship management expertise to manage a dynamic and complex environment involving a range of stakeholders both internal and external to The Wheel.

WORKING RELATIONSHIPS:

The Director of Finance will work alongside the CEO, other Directors and managers contributing to the general direction and management of the work of The Wheel.

The Director of Finance will have a broad management remit and be accountable for a significant proportion of The Wheel operational team.

The post holder will be expected to develop and maintain positive professional relationships with colleagues, board and subgroup members and range of statutory agencies, commercial and other organisations including community and voluntary organisations in pursuit of the interests of The Wheel.

As The Wheel is a membership organisation all post-holders are expected to provide leadership and support to members.

MAIN RESPONSIBILITIES & DUTIES:

Financial Management

- Leading a 'best in class' finance function, driving innovation, efficiency and effectiveness in all financial operations.
- Assessing overall financial risks and opportunities for the organisation as well as ensuring value for all operational and capital spending.
- Providing strategic direction and financial oversight for key development projects, member services and sustainability initiatives, including SORP (FRS 102)
- Full responsibility for grant-related finances, including but not limited to: development of full-cost-recovery budgets for all proposals/grant applications; monitor performance against allocation for all

grant-funded project expenditure; production of all funding / grant financial reports in the format required.

Governance and Compliance

- Ensure that all statutory requirements of the organisation are met including taxation, charitable, and other legal requirements or necessities, as they arise.
- Responsible for ensuring full compliance with all contractual obligations; including any general guidelines or circulars issued by statutory sources relevant to The Wheel.
- Overseeing the management of the organisation's Risk Policy and Risk Register and compliance with adopted relevant codes of practice.
- Provide support to the Company Secretary (i.e. the Chair of the Finance & Audit subgroup) and the CEO to ensure all necessary returns are made to the Companies Office, Charity Regulator and any other regulators as required.

Leadership

- Influencing and offering strategic advice and support to The Wheel members, board of directors and relevant sector wide Committees.
- Support the development of relationships with sector leaders as a representative of The Wheel
- Provide representation and/or support the representation of The Wheel at various public policy fora / committees
- Proactively act as a member of the senior management team, supporting the implementation of the organisations strategy and the work of the CEO.
- Advise and support the Chief Executive with regard to current and emerging issues of interest and concern to The Wheel's mission.
- Support and lead an engaged high performance team across all assigned staff and contractors in accordance with The Wheel's HR strategy, values and culture.

Operations

- Work closely with the Senior Operations Manager to ensure that operational resources are aligned and working effectively.
- Accountable for the ICT, Finance, Marketing/Communications and Administrative teams

Person Specification

Experience

- At least ten years post qualification experience managing a finance function in a a medium sized organisation
- Track record of managing multiple streams of work with strong planning and organisational skills.
- Experienced people manager.
- Experience within a not-for-profit environment would be advantageous.
- Knowledge of Xero accounts package and Salesforce CRM system or similar systems.
- Political acumen, sound judgement and a strategic mind-set and a good understanding of the importance of The Wheel's role in the sector

Education, Qualifications & Training

- Relevant third level qualification
- Qualified ACA/ACCA/CIMA or member of a Recognised Accountancy Body
- Advanced knowledge of SORP

4. Behavioural Competences

The Wheel uses a Behavioural Competency Framework as a key cornerstone of its performance management processes. The priority behavioural competences identified for this role are:

- **Leadership:** Seek and find new approaches and options to reach organisational goals and motivate others towards those goals. Communicates 'where to' with clarity and zest. Creates an inspiring vision of the future and stirs others to join in.
- **Adaptability:** Communicates clearly about changes, helps others to understand and to cope, anticipates and handles resistance appropriately. Involves others early, creates shared view and reasons for the changes, balances timing to suit organisational and personal needs. Open, direct embracing of changes and leads by example
- **Resource Minding:** Leads others by example in reducing costs, identifying income generation possibilities, and suggesting other ways to gain access to resources. Fosters an environment where the organisation can acquire, allocate and use resources more efficiently. Builds alliances to enable sharing of resources.
- **Collaborative Working:** Leads formal and informal teams in a way which values the diversity of experience and opinions and builds a sense of 'team'. Provides encouragement to colleagues after setbacks. Helps others to work collaboratively. Creates a friendly work environment where any conflicts can be resolved amicably, sets up opportunities to work across teams, and speaks positively about working together
- **Quality:** Acting as a role model, drives commitment to high quality work and ensures this through quality review processes. Accesses external feedback and disseminates internally. Engages in root cause analysis.

Successfully shortlisted applicants will be provided with the Behavioural Competency Framework prior to interview.

5. Key information about this role:

- This is a full-time permanent position with The Wheel. The Wheel's offices are located in Dublin 2. This contract is for a 36-hour week and salary is payable monthly in arrears.
- The Wheel both offers and expects flexibility in terms of hours and location of work for a role such as this and the remuneration and benefits package offered reflects this.
- This role requires the post holder to attend in-person meetings in Dublin and elsewhere on a regular basis.

- Additionally, the role may require participation in meetings which can occur in the evenings and on weekends. Travel outside of the office is reimbursed according to our expenses policy.
- The annual gross salary for this role will be in the upper quartile of the range for the Director level posts within The Wheel i.e. €63,000 - €85,300 depending on the knowledge and experience of the person who occupies it.

The Wheel offers the following benefits in addition to salary

- A 6% employers' contribution to a company contributory pension scheme (subject to a 4% employee contribution)
- Annual Leave of 25 days
- Closure of the office on Good Friday, Christmas Eve and the entire Christmas / New Year period which comes additional to annual leave entitlement
- Death in Service benefit of four times salary
- Further Education / Training and learning investment programme
- Professional subscriptions (as applicable)
- Travel (bike-to-work schemes/tax saver commuter tickets)
- A 'hybrid working pilot' is being introduced in May 2022. Blended working will be available to all employees.

A complete list of all the terms and conditions will be made available to the candidate offered the role through The Wheel's Staff Handbook.

The Wheel is an equal opportunities employer. Shortlisting will apply.

How to Apply

- Closing date for applications: **5pm on Monday 25th April 2022**
- First interview date: May 10th 2022
- Second interview date: May 16th 2022

Late or incomplete applications will not be accepted.

- [Apply here](#)
- Applicants should submit a CV, detailing relevant experience, along with a covering letter /personal statement demonstrating the following
 - Why you have applied for this position,
 - The skills you would bring, and
 - How you meet the requirements of this post.
- Applicants will be short-listed on the basis of information supplied.
- Interviews will take place, in person, at The Wheel Office on 48 Fleet Street, Temple Bar, Dublin 2.

Points of note

- The Wheel is an equal opportunities employer.
- The above information serves only as a guide to the advertised position. The Wheel, at its discretion, reserves the right to change this prior to appointment.
- Please note if you are invited for interview, we will share your personal data with: 1) Any virtual service provider we use to host the interview; and 2) the interview panel (if applicable). Your information will be stored for this purpose in line with our data retention policy
- Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises, The Wheel may, at its discretion, select and recommend another person for appointment on the results of this selection process