

Finance Manager

Centre for Effective Services (CES) Dublin

Role Profile

April 2024



Title: Finance Manager (Part-Time)
Employer: Centre for Effective Services - CES
Location: CES offices, Dublin and remote working
Duration: 2-year fixed-term contract.

About CES

CES aims to improve the lives of people living in Ireland and Northern Ireland by supporting the implementation of excellent public services through evidence informed policy and practice. We work with government departments and service providers to design, develop, implement and evaluate public policies and services.

CES is a not for profit, all island organisation established in 2008. An early focus on children and young people is still important to our work, and we have expanded our work in health, social care, education, justice and housing. Originally funded through philanthropic and state grants, CES is increasingly funded through income generation in providing expert support aligned with our charitable status.

Read our latest organisational strategy 'Partnerships, Profile, People' [here](#).

Our Values

The following values are important to us in how we approach our work:

- Collaboration
- Creativity
- Equity
- Evidence
- Learning

Working at CES

Our team combines expertise relevant to our work, including implementation and change management; research, evaluation and evidence synthesis; policy and practice; knowledge and communications; finance and governance. Our work at CES is made possible by the commitment of our staff. We welcome people with a wide range of skills, from different backgrounds, sectors and disciplines. Staff at CES have the opportunity to work on projects in Ireland, Northern Ireland, or on an all-island basis. We provide our staff with work which is rewarding, challenging and which makes a difference to people living in our communities. We offer flexibility, opportunities to learn, reflect and progress. We run a twelve-month professional development programme for recent graduates interested in implementing evidence informed services, and the translation of evidence into policy and practice.

Key objective for this role

The Finance Manager will be a key member of the CES Corporate Services team, responsible for all finance matters of the Centre and the 'go to' person for all financial queries. They will work with the Corporate Services Manager and Senior Management team in the smooth running of the Centre through the adoption and implementation of appropriate financial policies and practices. Involvement in the strategic development of CES through financial sustainability planning will also be a key focus of the role.

Location

This position is based in CES's offices in Dublin. CES is operating a hybrid working model.

Due to the all-island nature of CES' work, there may be a requirement to travel from time to time including to CES's office in Belfast.

Key Responsibilities

Finance

- Produce accurate and timely monthly management accounts, KPI's and dashboard reports for Senior Management Team, Board, Audit and Risk Subcommittee and Funders, including detailed variance analysis vs plan.
- Complete responsibility for month end procedures including posting revenue journals, accruals, depreciation, deferred income, balance sheet reconciliations and allocation costs across projects.
- Posting monthly payroll journals and reconciling GTN.
- Forecast and manage cashflow and reserves throughout the year.
- Formulate the Centre's annual budgets and quarterly forecasts in line with CES's annual workplan.
- Prepare and monitor project budgets and work with project support and project leads to ensure project budgets are set up correctly in Harvest and project reports.
- Work with Directors, project leads and project support to maintain the accuracy of project and resource forecast data in Harvest forecast module.
- Prepare Monthly Project Accounts and analysis of contribution vs target.
- Train and support project specialists and project support in implementing financial processes.
- Liaise with external auditor in completing year end audit to ensure effective processes are in place and successful outcomes are achieved.
- Ensure all payments are processed efficiently and accurately.

Strategic

- Identify and implement finance and organisational process improvements.
- Work with Leadership team to update and develop the Centre's multi-year financial plan in line with CES strategy and track progress vs plan.
- Develop the finance function in CES to support organisational planning and sustainability.

Governance

- Support Corporate Services Manager by providing information and analysis to ensure all company and regulatory filings are submitted on a timely basis.
- Ensure CES is tax compliant in all jurisdictions. Review all reporting before filing.
- Provide a quarterly Finance Report to the Board.
- Attend the Finance, Audit and Risk Committee meetings and support the Committee Chair.
- Develop CES risk register, provide updates and ensure identified risks are addressed appropriately.
- Provide information and analysis to Corporate Services Manager, to ensure all insurances are in place.

Business development

- Ensure appropriate financial policies are in place to support business development processes - Associates, Tendering, Procurement etc.
- Devise and implement costing model to underpin pricing on tenders.
- Participate as required in project teams in the formulation of tender proposals.
- Implement quality assurance policies to ensure appropriate standards are in place.

This list is not exhaustive and may vary from time to time.

Person specification

Candidates must demonstrate how they meet these essential skills and competencies.

Essential skills and competencies

- A professional accounting qualification (minimum part qualified), with at least 3 -5 years' experience in managing a finance function in a mid-size organisation.
- Proven track record in all facets of financial management and control including financial and statutory reporting, legal and tax compliance.
- Demonstrated ability to work with multiple funding streams and agencies.
- Hands on approach – posting journals and other day to day aspects of accounts preparation
- Sage 50 and Sage 50 budget experience an advantage
- Experience in supporting strategic planning through scenario analysis and financial modelling.
- Ability to meet deadlines in a demanding environment.
- Excellent administration skills with forensic attention to detail. Comfortable managing data, and compiling, generating, analysing and distributing financial reports.
- Ability to work on own initiative and also as a strong team player.
- Highly developed interpersonal skills and an able communicator in both verbal and written correspondence. Confident in presenting financial data in an accessible way to a range of audiences – Directors, CEO, Board, etc.
- Fully computer literate with a thorough knowledge of MS Office. Experienced in financial systems, particularly SAGE.

Desirable Skills and Competencies

- Financial management experience in the not-for-profit/charity sector would be a distinct advantage including knowledge of financial requirements in the sector – statutory reporting, SORP.
- Experience in preparing tender proposals.
- Experience of resource planning systems.
- Capacity to keep abreast of best practice developments in relevant sectors.
- Knowledge and interest in the work of CES.

Reporting to:

CES' Chief Executive Officer

Contract

2-year fixed-term contract. The role is part-time (22.5 - 30 hours per week).

Why apply for this post?

- A competitive salary is offered, commensurate with skills and experience. An indicative range for this role is €60,000 - €80,000 (pro-rata)
- 25 days annual leave (pro-rata) - employees with long service will be entitled to additional annual leave after 2-, 3- and 4-years' service. Good Friday is additional.
- CES makes a matched contribution of up to 5% of annual salary to a designated pension scheme after completion of a probationary period.
- Access to a range of flexible working options.
- Excellent training and development opportunities.
- Access to a focused employment wellbeing programme.
- Cycle to Work Scheme supported.
- Tax saver travel ticket scheme supported.
- Opportunity to work towards meaningful social change in the not-for-profit sector.

The personal data that we collect as part of this recruitment competition will be processed, stored and retained in line with data protection legislation and CES' Data Protection and Privacy Policies. You will find details on how we process your data in our Privacy Statement [here](#). For further queries on data protection, please contact us on dataprotection@effectiveservices.org.

How to apply

To apply, please forward your Curriculum Vitae with cover letter to recruitment@effectiveservices.org. Your cover letter should detail what attracts you to the role and to CES and how your experience meets the essential and desirable criteria.

To be considered for this role, candidates must be legally eligible to work in Ireland.

The closing date for receipt of applications is **5.00pm on Friday 10th May 2024**

Interviews will be held in mid-May.

Queries can be addressed in confidence to recruitment@effectiveservices.org

As a result of this competition a panel may be formed from which future similar vacancies in CES may be filled. This panel will remain active for a maximum period of 12 months.

Diversity & Inclusion

In an effort to promote equal opportunities and reinforce hiring practices at CES we have included below an optional Diversity and Inclusion survey. Your responses, or your choice not to respond, is entirely anonymous and will not be associated with your application.

[Diversity & Inclusion survey](#)