



Job Description: Finance Manager

Organisation

Southside Partnership Dun Laoghaire Rathdown CLG. ("Southside Partnership") is a local development company working towards an inclusive and just society, where each person is encouraged and enabled to reach their full potential and live with dignity in active, healthy, sustainable and safe communities. We provide a comprehensive range of supports and services to people and communities through several programmes and teams.

Southside Partnership receives funding through the Social Inclusion and Community Activation Programme (SICAP) 2024-2028 and we run a Community Employment and a Tús Scheme supported by the Department of Social Protection alongside a number of projects financed through the HSE, Tusla, Local Government and Philanthropy.

Role

Southside Partnership is seeking to recruit a Finance Manager on a permanent basis in either a full-time or part-time capacity. The Finance Manager position reports directly to the CEO, is responsible for managing a Finance & Administration Team and overseeing a budget of €4,000,000.00 in a grant portfolio consisting of 20 funders. The Finance Manager position is based in Blackrock, Co. Dublin but has the option to work remotely up to 2 days per week (after probation). The full-time salary for the Finance Manager position is €70,000 annually (pro-rated for part-time). This position is subject to a 6 month Probationary Period.

Duties & Responsibilities

The Finance Manager will ensure that the company's internal controls, financial policies & processes, financial management and statutory reports are in compliance with Pobal and other funders' guidelines, best practices, statutory and regulatory guidelines. The Finance Manager will also support the efficient day-to-day running of the Finance & Administration function in the Organisation and manage the Finance, Administration and Reception staff.

Specific duties and responsibilities of the role will include but are not limited to:

Financial management & Reporting

- Accountability for preparation of financial statements that adhere to generally accepted accounting principles and statutory requirements for audit.
- Management of organisational bank accounts including opening and closing of accounts, updating signatories, processing debit card applications, online banking, as well as general administrative tasks.
- Completion of financial accounts and reports to meet the requirements of the company's funders, CEO, and Board of Directors.
- Reporting to the Board and sub-committees as required.
- Management of the organisation's cash flow.

- Liaison with external auditors and ensuring the yearly audit is completed.
- Preparation of documents for the Companies Registration Office and Register of Beneficial Owners.
- Preparation of the annual plan and forecasting as required.

Funders & Grant Compliance

- Management of project funding with government and other funding organisations and preparation of financial reports for funders as required.
- Reporting to funders through preparation of financial returns and ad hoc financial reports.
- Preparation of funding proposals and submissions, liaison with funders, and provision of required financial information.
- Preparation, update, and monitoring of compliance with internal financial procedures in line with funder requirements, auditor recommendations, and best practice for charities.
- Support of the team in developing cost proposals and funding applications.

Internal Controls & Regulatory Compliance

- Refinement, implementation, and monitoring of internal controls, operating procedures, and financial policies.
- Monitoring and reconciliation of use of the company debit card in line with financial procedures.
- Staying up to date with and understanding relevant laws and regulations relating to charity sector accounting and governance practices.
- Updating the Charities Regulator with the required documentation to ensure full compliance.

Team Leadership & Operational Oversight

- Support and leadership of the Finance Team at Head Office (Finance Officer, Payroll Officer and Bookkeeper), a Consultant Accountant, and Administration Team (2 Receptionists).
- Ensuring full oversight of regular bookkeeping tasks including payroll preparation, banking requirements, revenue requirements, and ad hoc problem-solving.

Requirements

- Accounting Qualification – ACCA/CPA/ACA.
- 3 years' experience in a similar role(s) to include; budgeting, management accounts & departmentalised management accounts, and payroll. Practice experience preferable.
- Strong I.T. skills, specifically; knowledge and experience of using computerised accounting packages is essential (SORP, Xero and BrightPay experience is an advantage).
- Strong organisation skills, specifically; an ability to plan and work efficiently to establish own priorities, allocate time and effort accordingly and identify and overcome possible obstacles to planned achievement.
- Strong decision-making, specifically; an ability to act on own initiative regarding reasonably complex financial issues under general policy guidelines, an ability to make decisions for the organisation on accounting methods and procedures, an ability to contribute to major decisions at management level and to solve problems on a day to day basis.
- Strong communication and interpersonal skills, specifically; an ability to communicate at all levels of organisation i.e. Board Chair, Directors, Senior/Middle Management and Department Staff.
- Legal Permission to work in Ireland.

Values in action

- Integrity & Accountability – We act with honesty, reliability, and professionalism, taking responsibility for our actions and ensuring our work is consistent, trustworthy, and ethical.
- Community & Inclusion – We believe in the power of community and strive to foster diverse, inclusive, and cooperative spaces that ensure fairness, collaboration, and a shared sense of belonging.
- Growth & Learning Mindset – We are committed to continuous improvement, open-mindedness, and innovative thinking, embracing curiosity, ambition, and creativity to adapt and lead in a changing world.
- Compassion & Wellbeing – We lead with empathy and care, nurturing environments where people feel valued, supported, and connected, promoting balance, health, and human dignity.

Application Process

To apply for this position, please submit your CV and a Cover Letter outlining why you believe you are suitable for this role by email to HumanResources@sspship.ie before close of business on the 1st of August 2025. Please include “Finance Manager - Application” as the email subject for your application. Alternatively, please apply online through the link provided on the Job Advertisement posted on Indeed.

It is proposed to hold online interviews for this position with the possibility of a second round interview the week after. Please note that referees will not be contacted until offer stage and not without your prior permission.

Please note that:

- *Southside Partnership DLR CLG. is an Equal Opportunities Employer.*
- *Southside Partnership DLR CLG. does not require the assistance of recruitment agencies.*
- *No late applications will be accepted and canvassing will lead to disqualification.*
- *Any offer will be subject to satisfactory references and Garda vetting as appropriate.*
- *All applicant data will be treated securely as per GDPR and the Data Protection Acts.*



Riailtas na hÉireann
Government of Ireland



Árta chomhoibriste ag
an Aontas Eorpach
Co-funded by the
European Union



Social Inclusion &
Community Activation
Programme



government supporting communities

The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development and the European Union through the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021 -2027.



Comhairle Contae County Council