



Operations, Finance & Governance Manager

HUGG – National Suicide Bereavement Organisation

Fully Remote | Full-time (37.5 hours per week)

Senior Management Role €50,000–€60,000 (DOE)

Apply: Send CV and cover letter to Recruit@HUGG.ie (Subject: *Operations Manager*) by Thursday 15th January 2026.

About HUGG

HUGG is a national charity supporting people impacted by suicide bereavement. Through peer-led support groups, advocacy and information, HUGG provides safe, compassionate spaces for connection, understanding and healing.

Following significant growth, HUGG is seeking an **Operations, Finance & Governance Manager** to play a key leadership role in strengthening the organisation's infrastructure and supporting its next phase of development.

The Role

This is a pivotal senior management position, working closely with the CEO to ensure the effective day-to-day operation of HUGG. The role leads on **operations, finance, governance and compliance**, ensuring strong systems, robust controls, and high-quality organisational support across the charity.

You will oversee internal processes, financial management, governance compliance, and staff support, enabling HUGG's programmes and services to operate safely, efficiently and sustainably.

Key Responsibilities:

- Oversee HUGG's finance function, including budgeting, management accounts and audit
- Lead financial reporting and compliance with funders and donors
- Strengthen internal systems, policies and operational processes
- Ensure compliance with the Charities Regulator, CRO and Governance Code
- Support the Board and its committees, including meeting preparation and minutes
- Manage organisational risk, insurance and statutory obligations with support of Risk & Compliance Committee.
- Oversee HR administration, recruitment, onboarding and staff wellbeing supports

T: (+353) 1 513 4048 E: info@HUGG.ie W: www.HUGG.ie

HUGG, Company Registration No. 640420, Registered Charity No. 20204480, CHY (Revenue) No. 22421

Registered Business Address: 13 Adelaide Road, Dublin, D02P950

Directors: L McDonnell, D Varian, R O'Toole, V Groom, M Greaney, I O'Brien, G Brennan, M Flanagan



- Act as CRM (Salesforce) superuser and oversee ICT systems
- Lead and support staff within HUGG's performance management framework

About You

You are a confident, organised and values-driven manager with strong experience in operations, finance and governance. You are comfortable working at both strategic and operational levels and thrive in a busy, mission-led environment.

You will bring:

- 5+ years' experience in senior operations, finance, governance or HR roles
- Strong budget management and financial reporting experience
- Knowledge of governance and regulatory compliance
- Experience supporting Boards and senior leadership teams
- Excellent organisational, analytical and communication skills
- A collaborative, compassionate leadership style
- Commitment to HUGG's mission and values
- Full clean driver's licence with access to own transport

Experience in the community and voluntary sector is highly desirable.

What We Offer

- Salary €50,000–€60,000 (commensurate with experience)
 - Fully remote working
 - 23 days annual leave + public holidays + 2 company days
 - Sick leave and clinical support
 - Opportunity to make a meaningful impact in a growing national charity
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Additional Information

Some evening or weekend work may be required. Occasional travel for meetings or events. HUGG is an Equal Opportunities Employer. All applications will be handled in line with GDPR.

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