

Job title:	Finance Manager
Location:	Central Hotel Chambers, Dame Court, Dublin 2.
Responsible/Reporting to:	This role will be part of the Finance and Corporate Services Team reporting to the Head of Finance
Job purpose:	Responsible for providing Financial Control and Financial Information to the Board and Leadership Team. Provide financial information and advice to the extended management team
Salary Scale:	10-point scale. Entry level will depend on experience. Details of scale available on contact for application
Job Information:	This post is permanent, full time. 35 Hours per week – (9 am – 5 pm Monday to Friday) Flexible Hybrid working

HAIL is an Approved Housing Body with over 480 properties

Founded in 1985, the Housing Association for Integrated Living (HAIL) is Ireland's specialist mental health housing association. As an approved housing body, we provide high-quality social housing and mental health tenancy sustainment services. The work we do helps people live independently in their homes and community.

Our mental health tenancy sustainment services and housing team help our tenants and clients maintain their tenancies and live independently by providing support on mental health recovery, household and budget management, pursuing employment and education opportunities and maintaining links with family and friends.

We pride ourselves at all levels of our organisation for having an excellent reputation in both the housing and mental health care sectors. As part of our current strategic plan 2024-2028, we are aiming to support more people by providing an additional 300 new homes and expanding our support services into more communities across Ireland.

Our Values

- **Trust:** Our relationships are built on trust. We work closely with our stakeholders, clients and tenants to achieve the best possible outcomes.
- **Respect:** We work towards creating an equitable society where all are treated with respect and dignity. We listen with open hearts and open minds as we believe everyone's voice has a right to be heard and respected.

- **Leadership:** We are leaders in delivering our vision and purpose, courageously and responsibly providing homes and supporting those living with mental health challenges.

Job Purpose Summary

The Finance Manager will be responsible for and supervise the accounts payable, accounts receivable, payroll and nominal ledger of the organisation and providing relevant information to other Departments within HAIL.

They will also be responsible for preparing the monthly management accounts for review, component accounting, property purchase financing and overall financial management.

Other items include assisting with budget setting, long term planning and regulatory and funder annual returns. Operating as part of a team is most important, with the flexibility to respond to various tasks as required.

Key Role and responsibilities

Working as part of a busy finance and administrative team, the main duties of the post will be to:

- Oversee the completion of full monthly close of financial ledgers (debtors, creditors, nominal, rent) including completion of all necessary reconciliations and management of monthly timetable.
- Preparation of monthly management accounts including commentary and analysis and monitor performance of actual against budget
- Supervision of administrative and finance staff, operations of accounts payable, accounts receivable payroll and other bookkeeping duties.
- Manage tax compliance including RCT, VAT, Payroll taxes, Local Property Tax
- Monitor expenses paid to staff to ensure they are compliant with policies and are in line with adopted rates and revenue guidelines.
- Oversight of annual external audit including planning, execution, and reporting.
- Preparation of annual financial statements
- Meeting with heads of departments to review performance against budget and make recommendations where necessary.
- Assist Head of Finance in the preparation of budgets and Long-Term Financial Plan.
- Be an active member of the Extended Management Team
- Produce KPI's and other metrics as required.
- Oversee monthly reporting to other departments.
- Maintenance and reconciliation of loans from local authorities, private funders and the Department of Housing, Local Government and Heritage.
- Prepare invoices to Funders and follow up on collection.
- Maintenance and reconciliation of fixed asset ledger.
- Application and processing of Component Accounting

- Manage and implement improvements in processes, procedures and internal controls within the Finance and Administration sections and interdepartmentally.
- Provide financial and procedural insight to the business.
- Provide financial analysis of development project purchases.
- Provide information to other Departments for the financial return on SLA's and other external reporting requirements.
- Attendance at Board Finance Committee meetings as required.
- Ensure HAIL remains externally competitive and achieves Value for Money for the roles within your remit.
- Be cognisant of and identify any potential risks to the organisation within your expertise.
- Ensure that the security and confidentiality in your role are maintained at all times.
- Assist the Head of Finance with additional projects and deputise in their absence.
- Ad hoc tasks as directed.

Competencies/Qualifications required:

- Professional Accounting qualification.
- Experience in a busy Finance Department with 3 years + experience.
- Analytical skills.
- Previous staff management experience
- Management and Financial accounts experience.
- Strong Microsoft Office, financial systems proficiency and banking technology knowledge, housing and support management information systems.
- Experience of dealing with External Auditors.
- Excellent attention to detail.
- Professional at all times, respecting confidentially.
- Self-directed subject matter expert whilst being a strong team player.
- Excellent communication, interpersonal and organisational skills
- Ability to prioritise and problem-solve.
- Ability to work under pressure and flexibly.
- Integrity and personal effectiveness.
- Commitment to the delivery of quality services.
- Resilience and ability to adapt to challenging situations.
- Experience in the sector is an advantage but not essential.

Empathy with the client base, excellent communication and team working skills are key requirements for the post.

The Conditions

The salary will be commensurate with the experience of the individual appointed and in line with the Organisation's salary scale.

HAIL offers:

- Flexible working hours
- 24 annual leave days plus 3 Company days
- Company Pension Scheme with current contributions rates of 6% employer contribution and 6% employee contribution
- Death in Service Benefit
- Income protection for serious illness
- Training and development

Recruitment Process

Please send a **cover letter** and a detailed **CV**, referencing HAIL:**FM2026**, outlining your experience skills and suitability for the position for the attention of Denise Cronin, Head of Finance at hr@hail.ie .

For queries relating to the role please contact Denise Cronin at hr@hail.ie or 01 6718444 in confidence – Closing date for receipt of applications is **5pm, 30th January 2026**.

Interviews possibly: 11th/13th February

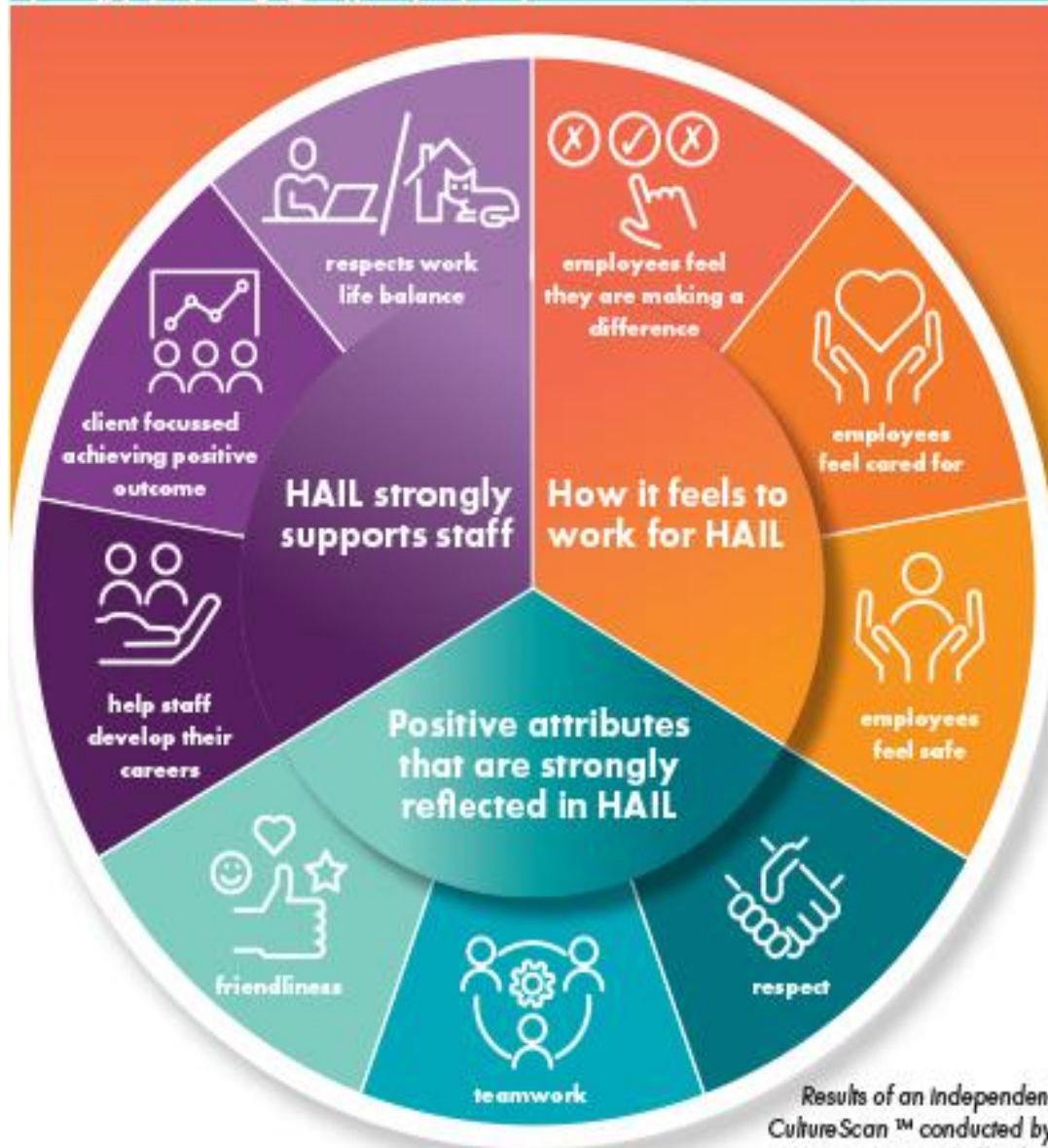
HAIL is an Equal Opportunities Employer



HAIL



Promoting a supportive, caring and inclusive workplace culture is intrinsic to the work we do at the HAIL (Housing Association for Integrated Living).



Results of an independent
CultureScan™ conducted by
Campbell Tickell