



<b>Role</b>	Finance and Governance Manager
<b>Reporting to</b>	CEO
<b>About Parents Plus</b>	<p>At Parents Plus we are driven by our mission to improve the well-being of children, young people, and parents, and to strengthen families, by empowering professionals to deliver our evidence-based parenting and mental health programmes in their services.</p> <p>Our research, development, training and supervision enables community, health, education and disability services, in Ireland and internationally, to maximise their impact for families.</p> <p>In the last 10 years alone, Parents Plus has supported over 1,000 organisations to create sustainable change in their service delivery, strengthening over 100,000 families.</p> <p>Our vision is to create a world where families have access to proven and tailored parenting and mental health tools from the services they turn to in their communities, early on in their journey, improving their outcomes and preventing difficulties arising.</p> <p>To this end we are seeking applications from suitable candidates who want to join our team in delivering on our vision and mission.</p>
<b>About the Role</b>	The purpose of the role is to manage the finance and governance functions for Parents Plus ensuring the integrity of financial information presented to both the Senior Leadership team and the Board of Directors.
<b>Key responsibilities</b>	<p>The person will manage the overall finance function of the organisation including the day-to-day activities of a small finance team (1 direct report) and ensure the finance function is efficient and operates to strict deadlines whilst focusing on continuous improvements to systems and controls.</p> <p>They will also lead elements of the organisation's risk management strategy, ensure high standards of governance, and make certain compliance with all obligations under the regulatory bodies are adhered to.</p>

<b>Principal Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>● Manage the year-end audit including preparation of statutory accounts in accordance with Charity SORP (FRS102) and coordination with external auditors.</li> <li>● Management of Budget setting on an annual basis and reporting of actual versus budget on a quarterly basis internally.</li> <li>● Preparation of donor Reports as required for HSE and other donors.</li> <li>● Direct and develop best practice accounting policies and internal financial controls</li> <li>● Ensure Financial Processes and Procedures Manuals are kept up to date and live at all times.</li> <li>● Provide strategic insights into financial performance to CEO and Board</li> <li>● Preparation of all Board Reports and subcommittee reports in conjunction with the CEO.</li> <li>● Management of the Risk Register and reporting of same to the Board and Finance subcommittee.</li> <li>● Completion of the Annual Governance Code and ensuring filing correctly.</li> <li>● Oversight of Company Secretarial Duties including but not limited to meeting minutes, annual filings to the Charities Regulator and the Companies Office.</li> <li>● Ensure financial procedures are adhered to and accounts receivable and accounts payable are accurate, effective and timely.</li> <li>● Authorise purchase orders and expenditure, including payments of staff expenses and supplier invoices.</li> <li>● Manage the monthly payroll function.</li> <li>● Management of Pension administration and control.</li> <li>● Preparation of monthly management accounts.</li> <li>● Cash flow management on a monthly basis and cash flow forecasting on a quarterly basis.</li> <li>● Oversee the reconciliation between the finance system and the CRM for all client invoicing.</li> </ul>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>● Fully Qualified Accountant, ACA, ACCA, or CIMA with over 5 years post qualifying experience</li> <li>● Possess the requisite knowledge, skills and attributes to manage the functions</li> <li>● Experience of supporting senior leaders in the achievement of financial and other targets to a high standard at senior level</li> <li>● A high level of experience in management accounting with excellent analytical abilities</li> <li>● Experience of overseeing preparation of budgets and managing active forecasting of income and expenditure</li> <li>● Excellent interpersonal and communication skills, both written and verbal, across multiple stakeholders</li> <li>● Excellent judgement and gravitas and ability to provide strategic advice to Directors and Board</li> </ul>

	<ul style="list-style-type: none"> <li>• A good understanding of the field of Governance, Risk, GDPR and Compliance is essential</li> <li>• Experience in the charity or not-for-profit sector an advantage</li> <li>• Full eligibility to work in Ireland with excellent proficiency in English and working knowledge of local finance and governance environment</li> </ul>
<b>Terms</b>	<ul style="list-style-type: none"> <li>• Competitive salary €70-80k FTE</li> <li>• 3 days per week</li> <li>• 3 Year fixed term contract</li> <li>• Annual leave – 28 days pro rata</li> <li>• Hybrid working arrangements</li> </ul>
<b>Application Details</b>	<p>TO APPLY:</p> <p>Please email the following documents to <a href="mailto:admin@parentsplus.ie">admin@parentsplus.ie</a> by 5pm on Wednesday 11th of September</p> <ul style="list-style-type: none"> <li>• Comprehensive Curriculum</li> <li>• Cover letter outlining why you believe you are suitable for the role</li> </ul>