



## **Finance and Support Services Manager**

The National Adult Literacy Agency is an independent expert body committed to ensuring people with literacy and numeracy difficulties can fully take part in society and have access to learning opportunities that meet their needs.

Reporting to the CEO of NALA, the Finance and Support Services Manager will be responsible for the agency's Finance function, with a key focus on cash flow, budgeting and payroll management. The successful candidate must have the ability to conduct data analysis to ensure that the agency is being run in the most cost effective way whilst identifying ways to grow and develop the work of NALA. In addition s/he will be responsible for ensuring the agency's compliance with regulation and legislation as set out by the CRA and CRO.

They will:

- Advise on financial strategy based on data analysis
- Prepare month end financial reports
- Monitor and report on actual financial results against budget on a monthly basis
- Produce financial forecasts
- Prepare the annual statutory financial statements for the auditor
- Identify cost saving opportunities
- Investigate ways to improve the agency's financial standing
- Ensure full compliance with regulation and legislation as outlined by the CRA and CRO
- Identify and manage risk
- Manage the agency's HR function
- Manage a small team

## **Key Responsibilities**

### **Finance**

- Carry out the work necessary to ensure the agency's accounts are properly maintained and are in line with the requirements of NALA's key funders.
- Prepare and monitor implementation of annual budget.
- Preparation of the annual statutory financial statements for the auditors in line with SORP (Statement of Recommended Practice).
- Monthly monitoring and reporting of actual financial results against budget.
- Ensure all financial practices are implemented to the highest standard, including but not limited to: management of income and expenditure; cash management; filing returns with Revenue re taxes and pensions; maintaining complete and accurate records for all financial transactions, reconciliation of bank account.
- Identify and implement cost saving activities, including but not limited to: the agency's tendering and procurement processes, projects and day to day operational activities.
- Preparation of salaries and PAYE returns through the SAGE system
- Preparation of documentation to be presented to the Audit and Finance subcommittee (meeting 9 times per annum).
- Ensure all policies and procedures relating to the organisation's finance function are fully implemented and complied with.

### **Business planning and development**

- Work with management team to develop new and existing services which will benefit those who currently avail of NALA's services.
- Advise and support CEO and NALA staff with fully understanding available budgets for various projects and forecasted expenditure.
- Support staff in conducting commercial analysis prior to the execution of new projects.
- Interpret trends in not for profit sector to assist key decision makers in forming an objective view of services and opportunities.

### **Compliance**

- Ensure full compliance with all standards as set out by the CRO, CRA and Revenue.
- Work with the Company Secretary, Treasurer and CEO to ensure all records required by the CRO are filed in a timely manner.
- Maintain the agency's risk register and broaden awareness of key risks with all staff and the agency's Board.
- Mitigate risk.
- Increase awareness and ensure compliance with the agency's contractual obligations, including; tendering, procurement and GDPR.
- Manage the agency's insurance policies.
- Support the Office Manager in maintaining the Health & Safety policy and ensuring full compliance with the policy at all times.
- Manage the relationships with NALA's pension provider. Support clear communication between the provider and its members.

## **Leadership**

- Proficient working knowledge of human resource management, including but not limited to compensation and benefits, employee relations, employment law, leadership and talent management, training and HRM systems.
- Provide line management to a small team of 4 people: Internal Support Coordinator (HR and Compliance support), Office Manager and Administration team.
- Set objectives, plan for improvement, evaluate results and develop and nurture team members.
- Perform staff appraisals.
- Contribute to strategic planning development and delivery within NALA.

## **Qualifications and Experience**

### **Qualifications**

- A relevant 3<sup>rd</sup> level qualification (Accounts Technician, ACC, ACCA, Business Administration, Finance)

### **Experience**

- 5+ years relevant experience with at least 3+ years at management level
- Experience of day to day financial operations
- Proven track record of business growth and development
- Highly skilled in financial data analysis
- Previous experience of risk and compliance management
- Previous experience of leading and developing staff

### **Skills / Competencies**

- Leadership – ability to lead the team.
- Communications – strong communicator with excellent interpersonal skills and excellent writing skills.
- Planning, Organising and Prioritising – works to optimise outputs, ability to provide evidence of impact.
- Commitment to achieving the highest level of professional service – demonstrates a commitment to highest standards of quality service and outcomes.

### **Other Requirements**

- Travel as required
- Full driving licence with access to a vehicle
- Availability to work flexible hours

**This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform either now or in the future.**

## **Recruitment process**

The National Adult Literacy Agency (NALA) is recruiting for this position.

### **How to Apply**

Applicants should email a CV and cover letter with the names of two referees to [recruitment@nala.ie](mailto:recruitment@nala.ie) (NALA will not contact your referees without asking you first)

### **Closing Date**

The closing date for receipt of applications is **5.30pm Tuesday 12 November 2019**.

All applications will be acknowledged. If you do not receive an acknowledgement within 5 days of applying please email [recruitment@nala.ie](mailto:recruitment@nala.ie).

### **Requirements, knowledge, skills and experience**

Candidates should clearly demonstrate how they meet the requirements of the post as set out in the criteria.

### **Health**

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **Selection Process**

The selection process may include the shortlisting of candidates on the basis of the CV and will include an interview.

### **Shortlisting**

A shortlisting process will involve a panel that will select candidates for interview who, based on an examination of the CV and assessed against the requirements and skills required, appear to be the most suitable for the position. Candidates who are shortlisted will be called for interview by a panel. The interview will focus how the candidate meets the requirements and skills of the post and their career and experience to date

**Note:** It is expected that interviews will be held on the week beginning **18 November 2019**. Candidates will be notified of interview dates and arrangements at the earliest opportunity. The onus will be on candidates to make themselves available for interview as advised.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview as required or who do not, when requested, furnish such evidence, as the National Adult Literacy Agency requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

### **Candidate Feedback**

Feedback will be provided on written request.

### **Confidentiality**

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts, 1988 and 2003 and GDPR 2018.

**Candidates should note canvassing will disqualify.**

## **Summary of conditions of service**

### **Pay**

Salary for this role is €65,000.

### **Tenure and probation**

This role is for a fixed term of 5 years.

A probationary period of 6 months must be served from the date of appointment.

### **Duties**

The manager will be required to perform any duties appropriate to the position which may be assigned from time to time. The position is full time and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of their duties.

### **Headquarters**

The post will be located in the National Adult Literacy Agency, Sandford Lodge, Sandford Close, Dublin 6.

### **Hours of attendance**

Hours of attendance will amount, on average, to not less than 35 hours per week.

### **Annual Leave**

Annual leave will be 27 days a year. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

### **Opportunity:**

Working with NALA offers the chance to see your hard work have a tangible public impact. Whatever the policy or strategy you may be working on, you are encouraged to make a difference. NALA also offers the opportunity of a challenging yet enjoyable career and although it requires hard work, facilitates a good work/life balance.

### **Other Conditions**

#### **Duties:**

The appointee will be expected to perform all acts, duties and obligations as appropriate to their position (which may be revised from time to time).