

# Finance and Corporate Services Manager

Hiring booklet

**Deadline for applications:**

5pm, Wednesday 13 March 2024



National Adult Literacy Agency

Áisíneacht Náisiúnta Litearthachta do Aosaigh

# Contents

<b>1. About the National Adult Literacy Agency</b>	<b>3</b>
<b>2. About the position</b>	<b>4</b>
<b>2.1 Responsibilities and reporting relationship</b>	<b>5</b>
<b>2.2 Qualifications and experience</b>	<b>7</b>
<b>2.3 Summary of the pay and conditions</b>	<b>8</b>
<b>3. About our hiring process</b>	<b>9</b>
<b>4. Queries</b>	<b>10</b>

## 1. About the National Adult Literacy Agency (NALA)

The National Adult Literacy Agency (NALA) is a registered charity committed to ensuring that people with unmet literacy, numeracy and digital skills needs can fully take part in society.

The OECD Adult Skills Survey<sup>1</sup> shows that 18% or about one in six Irish adults are at or below level 1 on a five-level literacy scale. At this level a person may be unable to understand basic written information.

25% or one in four Irish adults score at or below level 1 for numeracy. At this level a person may struggle with doing simple math calculations. 42% of Irish adults score at or below level 1 on using technology to solve problems and accomplish tasks.

These unmet needs have devastating consequences for individuals, communities and the economy. People at the lowest literacy and numeracy levels earn less income, have poorer health and are more likely to be unemployed.

Since we were set up by volunteers in 1980, we have been a leading campaigning and lobbying force on adult literacy issues. We have been involved in national policy, tutor training and teaching resources, research and campaigns to support people with these unmet needs. We also provide literacy tuition and online learning courses through our Learn with NALA distance learning and eLearning platform.

We are an equal opportunity employer.

See [www.nala.ie](http://www.nala.ie) and [www.learnwithnala.ie](http://www.learnwithnala.ie) for more information.

---

<sup>1</sup> For this survey the Central Statistics Office (CSO) assessed 6,000 people aged 16 – 65 in Ireland. The survey was done in 2012 and the results were announced in 2013.

## 2. About the position

We are recruiting an experienced and results driven Finance and Corporate Services Manager to help us achieve our vision.

Our vision is an Ireland where:

- adult literacy is a human right
- everyone can develop their literacy, numeracy and digital skills
- everyone can take part fully in society

The successful candidate will be a key member of NALA's management team and will be responsible and accountable for the following:

- developing and managing NALA's financial systems
- developing and implementing NALA's governance policies and procedures to ensure compliance with relevant legislation
- reporting on financial and governance matters to the Board
- developing and implementing NALA's human resource policies and procedures
- managing NALA's premises and operating systems
- managing, developing and nurturing a team of four staff

This is an exciting opportunity to:

- make a difference to NALA and society
- join us at unique point in our evolution as we will be launching a new strategic plan in May 2024

## **2.1 Responsibilities and reporting relationship**

### **Finance and Corporate Governance**

1. Manage the development and delivery of NALA's finance function to ensure the preparation of timely and accurate management accounts, budgets, forecasts, payments including salaries, invoicing and debt collection, reports and returns
2. Manage NALA's annual audit, preparation of financial statements and any internal audits that are implemented
3. Identify ways to grow and diversify NALA's income streams
4. Ensure NALA complies with all relevant financial and corporate governance procedures and legislation and continuously reviews and refines NALA's relevant policies and procedures
5. Ensure the development and oversight of robust risk management policies including the annual updating of NALA's risk register
6. Manage NALA's employee pension plans, investments and insurance policies
7. Manage NALA's membership register and relations in accordance with NALA's Constitution, Procedural Rules and relevant legislation
8. Manage NALA's procurement and third-party contracts in accordance with relevant guidelines
9. Manage NALA's Board meetings and subcommittee; attend the NALA Board and subcommittees meetings as required and ensure appropriate reports and records are prepared and maintained.

### **Human Resource Management**

1. Lead the development of NALA's Learning Organisation culture that recognises and develops staff as a key resource in NALA's evolution and achievement of its mission
2. Oversee the design and development of an organisational structure and human resource policies and procedures to support NALA's evolution
3. Lead the effective and strategic recruitment and induction of new NALA staff and ongoing succession, workforce and retention planning
4. Lead the development and implementation of NALA's annual performance management process including staff training and development

5. Oversee the development and implementation of NALA's Health and Safety Statement and annual action plan
6. Review and develop policies to ensure that NALA complies with all relevant employment legislation
7. Liaise with NALA's trade union, SIPTU, when and if required

### **Facilities and Information Technology (IT) Management**

1. Oversee the development, implementation and maintenance of NALA's IT infrastructure and systems to meet NALA's needs and available resources
2. Oversee the future proofing and expansion of NALA's IT network including the upgrading of hardware and software
3. Oversee the management and maintenance of NALA's premises and assets

### **Leadership**

1. Collaborate with NALA's management team on NALA's strategic planning and delivery to:
  - ensure the maintenance of NALA's values
  - fulfil NALA's mission and strategic objectives
  - capitalise on opportunities
  - resolve challenges
2. Manage the Finance and Corporate Services Team which currently comprises 4 members of staff by:
  - developing and nurturing team members
  - evaluating progress and results and agree revised actions where required
  - conducting performance management and development reviews
3. Represent NALA at various national and international fora where required.

Other duties as may be assigned by the Chief Executive Officer.

The Finance and Corporate Services Manager will report to the Chief Executive Officer.

## 2.2 Qualifications and experience

The following are essential:

1. At a minimum, a level 8 qualification on the National Framework of Qualifications or a professional qualification in a related discipline
2. At least five years' experience leading related functions such as Finance, Human Resources, Governance and Compliance, Information and Communications Technology, Facilities Management or Operations
3. Proficiency in financial management and business planning
4. Sound knowledge of governance and risk management policies and processes, and experience of their application
5. Experience of developing and implementing policies, procedures and systems to ensure compliance, best practice and consistency in organisational operations
6. Proven experience leading and developing multi-disciplinary teams with a demonstrated ability to develop, deliver and evaluate effective programmes of work
7. The ability to work closely with senior management, a Board and subcommittees to devise, design and implement budgets, work plans, policies and procedures
8. Strong organisational and project management skills with the ability to manage multiple programmes with competing priorities and timelines
9. Strong analytical skills and the capacity to process information quickly, understand complex concepts and relationships to make timely and sound decisions
10. Ability to identify challenges and barriers to delivery, forecast future challenges and opportunities and then creatively and strategically problem solve solutions
11. Excellent interpersonal and communication skills with an ability to influence internally and externally
12. Competency in Microsoft Office (Word, Excel, PowerPoint), Teams and SharePoint
13. Understanding and appreciation of NALA's mission and values

The following criteria are desirable:

1. A third level qualification in accountancy or finance
2. Experience of the following systems: Sage, Salesforce, Privacy Engine, ROS, IBB (or similar online banking systems), CRO, CORE, CRA
3. Experience of working with or in the public sector
4. Experience in leading and effectively implementing change
5. Recent experience and, or training in managing remote teams
6. Experience in a not for profit, membership organisation and, or registered charity
7. Experience of fundraising and, or sponsorship

### **2.3 Summary of the pay and conditions**

**Pay:** The starting salary for the position will be at a point on NALA's Assistant Principal Officer scale ranging from **€71,724 – €83,959**. Progression on the scale is subject to NALA's pay policy, satisfactory service and NALA's financial resources.

**Hours:** Full time, 35 hours a week.

**Contract term and probation:** The position is initially offered on a three – year fixed term basis. The contract will be renewed subject to satisfactory performance and NALA's financial resources. A probationary period of 6 months will apply.

**Location:** Hybrid (Sandford Lodge, Ranelagh, Dublin 6 and home). **Please note:** NALA has a Hybrid Working Policy that allows you to apply to work from home up to three days and in the office for a minimum of 2 days a week.

**Annual Leave:** 22 days a year. This is exclusive of the public holidays and privilege days that NALA staff are granted at Easter (Good Friday plus two days) and Christmas (Christmas Eve and all workdays falling before New Year's Day)

**The above represents the primary pay and conditions of service. It is not the complete list which will be included in the employment contract to be agreed with the successful applicant.**



### **3. About our hiring process**

#### **How to apply**

Applicants should email a Cover Letter and Curriculum Vitae (CV) in one document to [recruitment@nala.ie](mailto:recruitment@nala.ie) by **5pm Wednesday 13 March 2024**.

The Cover Letter and CV should be saved and emailed as one document in the following format: Last Name\_First Name\_NALA\_Manager. For example:  
Bloggs\_Joe\_ NALA\_Manager

The cover letter should outline:

- how you think your experience and qualifications match the criteria discussed in Section 2.2 above;
- why you want to work with us and;
- what difference you think you could make.

If you do not receive an acknowledgement within 5 days of applying, please email [recruitment@nala.ie](mailto:recruitment@nala.ie) or [call 01 412 7900](tel:014127900).

#### **Selection process**

The selection process will include a shortlisting of applicants based on their cover letter and curriculum vitae (CV). Only shortlisted candidates will be called for interview. All applicants will receive an acknowledgement of their application and final notification of the outcome of their application.

#### **Shortlisting**

A shortlisting process is done by a panel of persons to select applicants for interview. The panel will review applicants' cover letters and CVs against the essential and desirable criteria. The panel will decide which applicants appear most suitable for the position and invite those applicants for interview. Shortlisted candidates may be required to submit further information before the interview.

## **Interview**

NALA will invite shortlisted candidates to interview by a panel. The interview will explore how the candidate meets the essential and desirable criteria and their relevant experience to date. If required, candidates may be called for a second interview and or asked to complete a short task. Further information will be provided to shortlisted applicants before the interview.

**Date of interview:** Interviews for this position are provisionally scheduled to take place on **25 or 26 March 2024**. If you are shortlisted, you will be notified of the interview date and arrangements at the earliest opportunity. It will be your responsibility to make yourself available for interview as advised. If you do not attend for interview at the time agreed with NALA, your application will not be progressed.

## **Candidate feedback**

We will provide you with feedback on your application and or interview if you submit a written request to [recruitment@nala.ie](mailto:recruitment@nala.ie).

## **Confidentiality**

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

## **Canvassing will disqualify**

## 4. Queries

Colleen Dube

Chief Executive Officer

National Adult Literacy Agency

01 412 7900

[recruitment@nala.ie](mailto:recruitment@nala.ie)

**NALA does not require the assistance of recruitment agencies to fill this position.**