

## **County Wicklow Partnership: Head of Finance** **(<https://www.activelink.ie/node/108827>)**



County Wicklow Partnership

### **Job Opportunity:** **Head of Finance at County Wicklow Partnership (CWP)**

We are seeking a highly qualified Head of Finance to oversee and enhance CWP's financial and administrative systems. This full-time position (35 hours/week) requires an effective financial manager to ensure adherence with statutory and external regulations, manage financial operations, and support effective decision-making processes within the organization.

#### **Key Responsibilities:**

- Develop and maintain financial systems, procedures, and internal controls.
- Prepare and present monthly income and expenditure reports.
- Oversee payroll systems and supervise finance and administration staff.
- Ensure accurate accounting of expenses and receipts, including management accounts and bank reconciliations.
- Manage budgets for various programs and continuously review actual spend versus budget.
- Ensure compliance with public/EU procurement procedures and funding requirements.
- Conduct financial analysis to evaluate income streams and identify cost efficiencies.
- Liaise with auditors, banks, and other relevant bodies.
- Contribute to strategic planning and management within the CWP Leadership Team.

#### **Essential Qualities:**

- Minimum five years' experience in office management, administration, or finance systems.
- Strong IT skills, particularly in Excel.
- Proven ability to produce budget plans and reports.
- Experience in staff supervision and team collaboration.
- Professional qualification in a relevant area and advanced report writing skills.
- Strong attention to detail.

#### **Preferred Qualities:**

- Qualified Accountant (ACA/ACCA/CPA) with at least 5 years of post-qualification experience.
- Experience in the charity or public sector is beneficial.

**Reporting and Remuneration:** The Head of Finance will report to the CEO and be a member of our Leadership team. The role offers competitive remuneration based on experience and qualifications, with eligibility to join the company pension scheme after successful completion of the six-month probation period.

For those looking to make a significant impact in a dynamic and supportive environment, this is an exciting opportunity to lead and innovate within the financial function of County Wicklow Partnership.

**Apply today to join our team and drive financial excellence at CWP. Please forward your CV / Resume to [recruitment@wicklowpartnership.ie](mailto:recruitment@wicklowpartnership.ie) (<mailto:recruitment@wicklowpartnership.ie>) by Thursday 27th June at 5PM.**

**Region**  
Co Wicklow

**Date Entered/Updated**  
10th Jun, 2024

**Expiry Date**  
27th Jun, 2024

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