

## **Ana Liffey Drug Project: Head of Finance & Facilities** **(<https://www.activelink.ie/node/108887>)**



**Ana Liffey Drug Project are Recruiting for a**

### **Head of Finance and Facilities**

Ana Liffey Drug Project are an accessible, client centred addiction service with a 'low threshold, harm reduction' ethos. Ana Liffey has a dynamic, well established finance, facilities and administration team, led by the Office Team Leader

We are now recruiting for a new position of Head of Finance and Facilities to join Ana Liffey's Senior Management team and to lead on finance and facilities for the organisation nationally.

**Role title:** Head of Finance and Facilities

#### **Role description:**

The Head of Finance & Facilities is a key senior role within Ana Liffey. The purpose of the role is to oversee the financial and business management as well as the facilities management of the organisation. The Head of Finance & Facilities will have a key role in supporting and shaping the strategic direction and development of the Ana Liffey organisation and in ensuring that the organisation is at the forefront of delivering and developing new 'Low threshold Harm reduction services' to clients with sustainable funding to support current and future growth of Ana Liffey.

The Head of Finance & Facilities will lead a focused finance, administrative and facilities team ensuring that the financial, facilities and administration of the Ana Liffey is done efficiently and effectively in accordance with agreed policies and procedures. The Head of Finance & Facilities will have a key role of promoting the positive ethos and culture of Ana Liffey and in promoting high performance team working across the organisation.

**Full Job description attached below.**

#### **Terms:**

**HOURS:** 35 hours per week Monday – Friday 9.30am -5.30pm.

**SALARY:** €66,326 per annum

**CONTRACT:** Contract of indefinite period.

The base location for this role will be in one of ALDP established buildings. The Head of Finance & Facilities will be expected to travel to other ALDP site locations for in person meetings and to regularly engage with other senior management team members.

Regarding requests for remote working, Ana Liffey works in line with the Work Life Balance and Miscellaneous Provisions Act 2023.

#### **Person Requirements:**

- Educated to Degree Level or significant relevant experience. (Essential)
- Recognised Accounting /Financial qualification essential. (Essential)
- Minimum 10 years proven experience working in the NGO sector or equivalent. (Desirable)
- Have experience at a senior level managing and achieving targets in financial management. (Essential)
- Minimum of 5-year staff management experience, including support and performance management of teams. (Desirable)
- Knowledge of Health and Safety legislation alongside the practical implementation within the working environment. (Essential)
- Excellent IT/IS skills and working knowledge of Microsoft outlook, word, excel and database experience. (Essential)
- Relevant professional qualification or experience in Property and Facilities Management. (Desirable)
- A candidate for and any person holding this position must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. (Essential)

**To apply please send CV and cover letter to [jobs@aldp.ie](mailto:jobs@aldp.ie) (mailto:jobs@aldp.ie) by midnight on June 30th 2024.**

**Region**

Dublin 1

**Date Entered/Updated**

12th Jun, 2024

**Expiry Date**

30th Jun, 2024

**Attachment**

**Size**

[Head of Finance & Facilities JD and Person Spec 100624.pdf](#)

257.73  
KB

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