

Retirement Planning Council of Ireland: Finance & Administration Manager (<https://www.activelink.ie/node/108946>)



Finance and Administration Manager

About the Role

An opportunity has arisen for an experienced professional to fill the position of Finance & Administration Manager with the Retirement Planning Council of Ireland (RPC). Reporting to the CEO, the post-holder will be responsible for managing all financial administration practices.

The post holder will have ownership of accounts management, compliance, budgets and various other key financial operations including financial control and year end reports. This position is a hands-on financial role and will play a key role to support strategic decision making for the RPC growth.

RPC are seeking an experienced professional with a proven track record of hands-on finance and administration management in a small dynamic organisation. The ideal candidate will possess strong communication skills, be comfortable working in a hybrid/fully remote capacity with a clear understanding of and appreciation for RPC's purpose.

They will appreciate the importance of strong governance, be committed to ensuring the RPC can continue to succeed in the work it does and will continually act in the best interests of the organisation.

Please see the Candidate Briefing Document attached below.

About Retirement Planning Council of Ireland (RPC)

The Retirement Planning Council of Ireland (RPC), established in 1974, is a not-for-profit organisation dedicated to helping individuals in preparing for a successful and fulfilling retirement. They seek to enhance the quality of life in retirement and focuses on providing comprehensive education and guidance on various aspects of retirement planning. This includes financial planning, health and wellbeing, social changes, and legal considerations, ensuring that individuals are well-equipped to navigate the transition from working life to retirement.

For more information about the Retirement Planning Council, visit www.rpc.ie (<http://www.rpc.ie>).

How to Apply

This recruitment campaign is being managed exclusively by 2into3 on behalf of Retirement Planning Council of Ireland.

To apply, and discuss further, or to request a copy of the candidate briefing document, please contact **Hélène McArdle** at Helene.mcardle@2into3.com (<mailto:Helene.mcardle@2into3.com>) or at **01 574 0028** (tel:015740028). Please send your CV and a cover letter in Word doc format only.

The closing date for applications is **Friday 12th July 2024**.

Region
Remote

Date Entered/Updated
14th Jun, 2024

Expiry Date
12th Jul, 2024

Attachment	Size
<u>Finance and Administration Manager - RPC - Candidate Briefing Document.pdf</u>	1.24 MB

Source URL: [*https://www.activelink.ie/vacancies/community/108946-retirement-planning-council-of-ireland-finance-administration-manager*](https://www.activelink.ie/vacancies/community/108946-retirement-planning-council-of-ireland-finance-administration-manager)