

## **Citywise Education: Finance and Development Manager** **(<https://www.activelink.ie/node/109238>)**



**Applications are invited for the position of**

### **Finance / Development Manager**

Citywise Education are interested in hearing from applicants who wish to apply for the above vacant position. This position is an important role in the organisation and the successful applicant will be part of the senior management committee of Citywise Education reporting to the CEO.

### **About Citywise Education**

Citywise Education is a not-for-profit organisation which was set up to provide educational and social supports to young people in underserved communities. It currently provides a wide range of educational and leadership programmes through STEAMSquare, Fast Track Academy, and through a variety of clubs. Over 500 young people regularly use the services of Citywise Education.

### **The role:**

The role holder will have specific responsibilities in relation to financial management, financial oversight and fundraising. Specific responsibilities include:

- Preparation of all organisational budgets
- Preparation of management and audited accounts in SORP format
- Act as a member of the Citywise management committee
- Responsible for monthly payroll and related revenue returns
- Authorising and actioning payments
- Responsible for ensuring up-to-date financial records
- Oversee and manage fundraising in the organisation including grants, corporate/philanthropic, individual and public/EU funding.
- Line manage all finance and development staff

### **Experience & Qualifications**

- Accounting related qualification
- Experience of line managing or coaching would be a distinct advantage.
- Experience in positively engaging with stakeholders within and outside of the organisation.
- Experience in accounting and/or bookkeeping including use of relevant software
- Good planning and organisational skills, with the ability to prioritise tasks effectively
- Proficiency with the Microsoft Office programs and Salesforce CRM (Desirable)

**Location:** Citywise Education, Fortunestown Way, Tallaght, D24.

**Working Hours:** 39 hours per week. Flexible working arrangements including a reduced working week will be considered.

**Salary:** The salary offered for this position will be between €47,000 - €50,000. Starting point will be commensurate with experience.

Successful candidates will require to be Garda Vetted for this position.

## To Apply:

Send your C.V. and cover letter to

The CEO

Citywise Education The Durkan Centre, Fortunestown Way Tallaght

Dublin 24.

Or

[ceo@citywise.ie](mailto:ceo@citywise.ie) (<mailto:ceo@citywise.ie>) with the subject title Finance / Development Manager Application

Closing date for Applications: 12pm 12th July 2024

Interviews will be held in the weeks thereafter.

Citywise Education is an equal opportunities employer.

### Region

Dublin 24

### Date Entered/Updated

27th Jun, 2024

### Expiry Date

12th Jul, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/109238-citywise-education-finance-and-development-manager>