

## **Muscular Dystrophy Ireland: Head of Finance (Part Time)** **(<https://www.activelink.ie/node/109427>)**



### **Head of Finance**

**Permanent part-time contract**

### **About MDI**

Muscular Dystrophy Ireland (MDI) is a voluntary organisation that provides support to people with neuromuscular conditions and their families. Muscular Dystrophy Ireland envisages an Ireland that enables people with neuromuscular conditions to fully participate in society and reach their full potential.

### **Our mission**

Our mission is to support people with muscular dystrophy. We do this, using a member-centred approach, by:

- Providing information and support to people with neuromuscular conditions and their families through a range of support services.
- Advocating for services and entitlements for members and educating and informing society about the conditions.
- Supporting researchers and clinicians to carry out quality research into neuromuscular conditions.
  - Proven ability to work independently and as part of a team
  - Ability to organise and manage time effectively and to prioritise workload to meet deadlines
  - Knowledge of financial management within the charity sector, including SORP compliance.

MDI is an equal opportunities and inclusive employer.

### **About muscular dystrophy**

Muscular dystrophy is a collective name for a range of neuromuscular conditions. It is characterised as a progressive weakening, wasting and loss of *muscle* mass over time. It can present at birth, childhood or manifest later in life.

### **Position details**

**Job title:** Head of Finance

**Company:** Muscular Dystrophy Ireland

**Location:** MDI National Office in Chapelizod (with Hybrid options)

**Contract Type:** ; Part-Time hours(to be confirmed-No more than 30 hours per week) Flexible, Remote or hybrid working opportunity

**Salary:** Dependent on experience.

**Hours:** 30 hrs per week

**Reports to:** MDI CEO

## **Purpose of job**

The Head of Finance is a key leadership role responsible for overseeing all financial activities of the charity, ensuring financial stability, transparency, and compliance. This role involves strategic financial planning, financial reporting, budget management, and providing financial insights to support MDI's strategic goals.

## **Job Specifications**

### **1. Financial Strategy and Planning:**

- Develop and implement financial strategies to support the MDI's objectives.
- Oversee long-term budgetary planning and cost management.
- Provide strategic recommendations based on financial analysis and projections.

### **2. Financial Management:**

- Manage and oversee all financial operations, including budgeting, forecasting, and financial reporting (including HSE).
- Ensure compliance with all financial regulations (including Charity Regulator / CRO) and standards, including SORP for charities.
- Manage cash flow and financial risks.

### **3. Financial Reporting:**

- Prepare and present accurate and timely financial statements.
- Report financial performance to the CEO and Board of Directors.
- Ensure accurate and timely submission of statutory returns and reports.

### **4. Team Leadership:**

- Line management of one part time direct report
- Providing guidance and leadership to team members working on finance related projects.
- Promote a culture of high performance and continuous improvement within the team.

### **5. Stakeholder Management:**

- Liaise with external auditors, regulatory bodies, and other stakeholders.
- Manage relationships with banks, grant providers, and donors.
- Provide financial insights and advice to senior management and the Board.

### **6. Systems and Controls:**

- Implement and maintain robust financial systems and controls.
- Ensure the integrity of financial data and reporting.
- Streamlining finance processes and introduction of automation to replace paper based systems (including AI, accounts payable, management reporting, system integration)
- Oversee MDI's IT systems related to financial management.

## **Specialist essential knowledge, skills and experience**

### **• Essential:**

- A professional accounting qualification (e.g., ACCA, ACA, CIMA, CPA).
- Minimum of 3 years of financial management experience.
- Proven experience in financial strategy development and implementation.

- Excellent communication, leadership and team management skills.

- **Desirable:**

- Experience working in the Irish charity sector.
- Familiarity with financial management software.

## Equal opportunities

- Ability to understand and demonstrate commitment to MDI's equal opportunities policy and to ensure all activities are consistent with the MDI's equal opportunities policy and values. This includes all staff activities and their interface with the general public.

Please email your CV and cover letter to [CEO@MDI.ie \(mailto:CEO@MDI.ie\)](mailto:CEO@MDI.ie)

The closing date is August 10th 2024

Shortlisting will be applied.

**Region**

Dublin 20 / Remote / Hybrid

**Date Entered/Updated**

9th Jul, 2024

**Expiry Date**

10th Aug, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/109427-muscular-dystrophy-ireland-head-of-finance-part-time>