

Saint Brigid's Day Nursery: Finance & Governance Manager (Part Time) (<https://www.activelink.ie/node/109752>)



Job Title: Finance & Governance Manager

Reports to: Board of Directors and The Manager

About St. Brigid's

Saint Brigid's Day Nursery opened its doors in October 1940. The nursery was an idea devised by a group of highly educated women, called the Ladies Committee of the Civics Institute.

The nursery was founded for local women-mothers of young children, who were forced to work- these children would have alternatively been left to their own devices. It was the first nursery centre in Ireland, catering for children from 2-5 years of age. The main aims were to teach independence and life skills around dressing and washing oneself and to counter loneliness by children playing with other children of the same age.

The building was housed on a converted tennis pavilion in the corner of the public gardens of Mountjoy Square and was designed by the architect Mairin Hope. She and her colleagues were very interested in Scandinavian practices.

Today, we continue to take huge pride in our preschool facility- providing a safe, happy nurturing environment for 60 of Dublin's North Inner-City children.

About the Role

This part time role is a key position in the organisation to ensure the smooth running of St. Brigid's by providing leadership in all financial matters including budget management, bookkeeping, planning and reporting, managing accounts, payroll and financial reporting of project funded activities and leading on all grant applications. The person will also ensure sound financial and operational governance is in place for St. Brigid's by performing the Company Secretary position and leading on all governance and risk matters.

Please see full Job Description attached below.

To apply

To apply please send a CV and Cover Letter to deirdre@stbrigidsnursery.ie (<mailto:deirdre@stbrigidsnursery.ie>)

Closing date for applications: Tuesday 10th September 2024

Interviews will take place on Friday 13th September 2024

St. Brigid's Day Nursery is an equal opportunities employer

Region

Dublin 1

Date Entered/Updated

24th Jul, 2024

Expiry Date

10th Sep, 2024

Attachment	Size
<u>StBrigidsJobDescription_FinanceManager v2 final (1).pdf</u>	79.34 KB

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