

Young Social Innovators: Head of Finance & Governance **(<https://www.activelink.ie/node/112093>)**



Job Title: Head of Finance & Governance

Location: Hybrid and Flexible, Old Finglas Road, Glasnevin, Dublin 11.

Salary: €70K - €75K - depending on experience

Line Manager: CEO

Duration: Permanent

Hours: 35 hours per week | Minimum one day to be based onsite at DCU Alpha.

About Young Social Innovators.

Young Social Innovators (YSI) is a non-profit Organisation that believes in the power of youth. Its vision is to empower, equip and inspire young people to change the world for good. Through its programmes, training and events, YSI enables young people to grapple with difficult social issues, advocating reform and advancing change. Each year, circa 15,000 young people are supported to explore social and environmental issues that concern them and come up with a variety of responses to these. In this way, YSI builds social capital and helps young people create a fairer and more caring Ireland connecting into a wider global movement for change.

Purpose of Role

The role of Head of Finance & Governance is a critical senior leadership role within YSI. Along with colleagues, the CEO and the Board of Directors, the appointee will work to enable YSI to thrive in promoting social awareness, engagement, and innovation among young people across Ireland. We are looking for someone with strong competencies and a proven track record in finance, governance/compliance and day to day operational management. In addition, the successful appointee will have wider organisational experience (preferably within the not-for-profit sector). This role will also work with other members of the senior leadership team to build connections and relationships with a wide range of stakeholders to support YSI in securing funding and investment for our social innovation programmes and new social investment fund.

The role requires a confident, driven individual with an ability to communicate effectively and to influence others.

Duties of the Role

- To lead on the delivery of financial management and compliance for the Organisation.
- To work closely with the CEO and marketing team in developing and delivering on a sustainable funding strategy for the Organisation.
- To manage existing funder relationships, particularly Government funders. Including the co-ordination and submission of funding applications and subsequent reporting on grants awarded.
- To ensure a robust system of internal financial management and control operates across the Organisation.
- To undertake the production of management and statutory accounts in accordance with SORP and legal requirements.
- Play a key role in contributing to the development of improved internal control systems across relevant finance areas, including documentation of systems.
- Engage with relevant parties on the development of processes and IT solutions to change/improve the financial systems as required.
- To report to the CEO, Board of Directors, and Board sub-committees in relation to these matters, including preparation of board and committee papers.
- To act as line manager of the finance and operations team, and to provide oversight of financial processing (accounts receivable and accounts payable) using SAGE and Payroll.
- To act as line manager of the finance and operations team providing support and oversight on the day-to-day operations and administration tasks of YSI (i.e. HR, office management etc.)

- To oversee and periodically review the overall governance framework for the Organisation (in conjunction with CEO and the Finance and Governance Committee).
- To manage compliance with relevant legislation and regulation pertaining to the corporate governance of YSI, and to report to the Board of Directors and Chief Executive as required.
- To lead on Risk Management; Complaints and Compliments register and non-executive register of interests.
- To liaise with auditors, bankers, insurers, funders, public and private and legal advisers,
- To act as company secretary
- Lead on the annual audit of YSI
- Ad-hoc financial reporting as required.

Other Duties

- To work closely with the Senior Leadership Team in setting and delivering on YSI strategy.
- Deputise for CEO in their absence.
- Attendance at board and sub-committee meetings as appropriate.
- Employees are expected to have a high level of flexibility and a willingness and ability to develop new approaches to their work. Duties and responsibilities of any post at Young Social Innovators are likely to change with the ongoing needs and developments of the services provided.
- Ad hoc duties as required, in line with the purpose of the role.

Essential Criteria - Person Specification

- Fully qualified (ACCA, CIMA, ACA, CPA or similar) with 3 year post qualified experience.
- Knowledge and experience of the Charities SORP is an advantage.
- Experience of similar governance and compliance role or experience of a Company Secretary role.
- Track record in managing and reporting to public sector bodies and other funding bodies.
- Strong organisational, operational planning and project management skills.
- Good communication and presentation skills.
- Strong time management skills and ability to maintain high levels of motivation.
- Strong commitment to realising a more sustainable, equitable, and resilient world.

Desirable Criteria

- Knowledge of UK Tax system (i.e. HMRC etc.)
- Experience of financial reporting in large EU funded projects.

Application Process:

CV and short supporting statement on why you're interested in the role (no more than 2 pages) to careers@youngsocialinnovators.ie (<mailto:careers@youngsocialinnovators.ie>)

Send applications to: careers@youngsocialinnovators.ie (<mailto:careers@youngsocialinnovators.ie>)

Closing date: Close of business on the Monday 25th November at Midday

Interview Dates (TBC):

1st Interview: Thursday 28th November

2nd Interview: Tuesday 3rd December

Young Social Innovators is committed to equal opportunities and all recruitment decisions will be based on merit, suitability for the role and experience. All recruitment decisions will not be influenced by race, colour, nationality, religion, sex, marital status, family status, sexual orientation, disability, age, or membership of the Traveller Community. Young Social Innovators fully endorses a working environment free from discrimination and harassment.

Region

Hybrid / Flexible / Dublin 11

Date Entered/Updated

12th Nov, 2024

Expiry Date

25th Nov, 2024

Source URL: <https://www.activelink.ie/vacancies/children-youth/112093-young-social-innovators-head-of-finance-governance>