

Frontline: Finance and Administration Manager **(<https://www.activelink.ie/node/112675>)**



Finance and Administration Manager

Company Overview:

Frontline is a not-for-profit organisation addiction recovery support rooted in the community of Inchicore, Bluebell and surrounding areas. We provide many services to those who wish to make changes in their lives from adult addiction services, community development, social enterprise and childcare facilities. This is a very exciting time to join the charity as we embark on ambitious growth plans.

The purpose of the role:

This is a new position within the organisation that will play a critical role in supporting the CEO and Board of Directors by providing key management information to aid strategic decision making and oversight of business operations as Frontline continues to grow and further develop as a highly successful and relevant not for profit organisation.

Reporting directly to the CEO based in Inchicore, this is a dynamic and exciting role, in an expanding not for profit organisation. This position is suitable for a candidate with a proven track record working in a Finance team. The candidate should be comfortable working closely with and influencing stakeholders as well as capable of designing and developing optimal management reporting processes, with meticulous attention to detail, willing to work on their own initiative and have a very strong sense of ownership and responsibility.

Key responsibilities will include:

- To play an active role in Frontline's Senior team making a positive energised contribution to the overall management of the company's operations.
- As a senior manager in the business, participate in the overall company strategy formulation and execution of measurable business plans.
- To provide support in business planning, administration, IT and finance.
- To keep the CEO and Board of Directors updated with the financial position of the organisation and provide feedback on strategy deliverables.
- Management Reporting – overseeing the preparation and consolidation of monthly management and KPI reporting for the charity and social enterprise.
- Continue to develop optimal management reporting as the business grows and develops
- Financial Reporting – responsible for elements of annual report production and filings, oversight of preparation of budgets, forecasts and cash-flow statements.
- Ensure the finance team maintain robust internal controls and contributing to the continuous improvement of controls.
- Ensuring compliance with tax and corporate responsibilities.
- Assist in strategic analysis and feasibility studies of business opportunities as they arise.
- Liaising with funding agencies and ensuring all filings and funding applications are filed on time and in required format.
- Liaison with external auditors as required.
- Manage and organise junior finance staff to ensure their work is always completed to a very high standard, is delivered in an orderly fashion to meet deadlines and to create capacity to assist in projects and ad hoc tasks.
- Liaising with the manager of the bike shop and the CEO in terms of margin analysis and sales strategies.
- Systems – standard operating procedures / policies- this will include all policies financial and operating to ensure the smooth systematic running of the retail and upcycling unit

- Facility Management that will include Maintenance, non-bike shop supplies, van road worthiness, fire safety, health and safety, security, waste management , unit cleaning etc
- Attend org management meetings and offer finance support to management team

The experience and knowledge required for the role :

- A successful track record at senior level, preferably in a comparable organisation, with a demonstrated ability to provide reports and presentation to Board of Directors
- Holds a third level qualification in business administration, finance or a related field and registered with a professional accounting body such as ACA or ACCA qualified with 5 years PQE experience.
- Knowledge of accounting operations to include all aspects of accounts receivable, general ledger, accounts payable, payroll etc.
- Proven track recording of governance oversight, management and compliance of Training Quality Assurance Agreements with a recognised Training Agency (QQI/City of Guilds etc)
- Advanced Excel skills are essential.
- Experience with SAGE and SURF is desirable but not essential.

The skills and personal qualities required for the role:

- Ambitious and energetic, with strong commercial acumen and the highest degree of integrity.
- Passionate about the core goals and values of the Charity.
- Excellent interpersonal skills with an ability to influence stakeholders.
- Strong organisational skills with an ability to consistently perform to a very high standard.
- Excellent communication skills both verbal and written. The ability to take complex information and communicate the message across all levels in a clear and precise manner.
- A strong work ethic with solid analytical, planning and problem-solving skills.
- Commercially aware with the ability to think logically and make reasoned decisions to aid the delivery of overall Charity strategy.
- An ability to work independently and adapt to the demands of a dynamic not for profit organisation.

We are looking to employ a new Business and Finance Manager for a fast-growing Voluntary sector Organisation with a Social Enterprise along with statutory funding.

If you think you have what it takes, please send in CV's to Stuart@frontlinemc.ie (<mailto:Stuart@frontlinemc.ie>)

Closing date Friday 20th December 2024 @5pm

Region

Dublin 8

Date Entered/Updated

16th Dec, 2024

Expiry Date

20th Dec, 2024

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