

Kilkenny Volunteer Centre: Member of the Board of Directors - Finance (<https://www.activelink.ie/node/114200>)



Role Title: Member of the Board of Directors - Finance

Accountable to: Chairperson and Board of Directors

Status: Unpaid voluntary role, 3-year term (to be confirmed)

Membership on the board of the Kilkenny Volunteer Centre (KVC) is an exciting opportunity to govern and oversee a dynamic non-profit in Co Kilkenny.

We are keen to see representation on the board from the County Council, local volunteer involving organisations, Local Development Companies, and the public and private sector. We actively encourage county-wide representation and gender balance.

We value diversity and welcome applications from people from all sections of the community irrespective of race, ethnicity, age, disability, gender, gender identity, sexual orientation, religion or belief.

Summary of role

Kilkenny Volunteer Centre is seeking to recruit a new member of the board of directors with a focus on finance. The role involves playing an active role in the organisation's governance and strategic direction, while taking a leading role on financial matters.

Role description

Every board member has the following responsibilities:

- Commitment to the development of the KVC and support for its vision, mission, values and objectives – which the board members will be responsible for setting
- Shaping the strategy of KVC
- Acting in the interests of KVC at all time in relation to assets, property, statutory obligations and management requirements
- Where necessary, deciding on strategic actions required to achieve KVC's objectives, ensuring that all activities are consistent with the organisation's vision and core values
- Ensuring KVC complies with relevant legal requirements
- Promoting prudent and effective management of organisational resources (financial and human)
- Developing and monitoring effective risk management strategies for KVC
- Developing and monitoring internal systems that are transparent and accountable to stakeholders
- Formally registering conflicts of interest or loyalty with the board
- At all times, acting with integrity and upholding the interests of the organisation
- Championing KVC
- Promoting the reputation of KVC and not bringing the reputation of the organisation into disrepute

Additional duties specific to the Finance role:

- Supporting the monitoring and implementation of a Financial Management Policy for KVC

- Providing general expertise and advice on all matters relating to finance
- Taking an active role in relevant sub-committees established by the board where appropriate
- Reviewing monthly management accounts and raising any issues, questions or concerns
- Reviewing drafts of audited accounts and meeting with auditors if required
- Reviewing monthly payroll and invoices for sign-off
- Acting as cheque signatory
- Dealing with banking issues as/when they arise

Person specification

The successful candidate will have professional experience and a successful track record of strategic leadership and finance.

Essential Experience, Skills and Personal Qualities:

- Minimum 5 years' professional experience in a finance role, e.g. as an accountant, auditor or Finance Manager/Director in the private, non-profit or public sector
- Strong financial and business acumen and the ability to understand complex financial issues and risk
- Experience of strategic planning and service development
- An enquiring mind, with the confidence to challenge constructively
- Understanding of the community and voluntary sector landscape in County Kilkenny
- Recognition of the importance of supporting collective decisions
- Strong communication and listening skills
- Strong interpersonal skills
- Able to manage a wide variety of situations in a meeting and ensure that the outcomes are in the best interest of the organisation
- Commitment to the vision and mission of KVC

Desirable Experience, Skills and Personal Qualities:

- Board level experience in the non-profit sector
- Knowledge and experience of the Charity SORP (Statement of Recommended Practice)
- Knowledge of the 2014 Companies Act
- Knowledge of the 2009 Charities Act

Time requirement

Approximately 10 hours per year for board meetings with additional time required to read papers and prepare in advance of each meeting, plus involvement in sub-committees and advisory roles. Some weeks there will be no time commitment, on other weeks, 1 – 2 hours may be asked of members.

Training

KVC has a budget for board trustee training, and we encourage all board members to undertake training as part of their role. Training needs will be identified on an ad hoc basis, and through a board review process.

Application process

To apply, please send your CV and a brief cover letter outlining your suitability to salena@volunteerkilkenny.ie (<mailto:salena@volunteerkilkenny.ie>). Please state "Kilkenny Volunteer Centre Board Vacancy – Finance" in the subject line of your email. The deadline for applications is 31st March 2025.

Region

Kilkenny

Date Entered/Updated

4th Mar, 2025

Expiry Date

31st Mar, 2025

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