

# **Rethink Ireland**

## **Assistant Finance Director - Part Time**

### **Job Description**

**Contract:** 3 Year Fixed Term Contract - Part Time (18.75 hours per week)  
**Based:** Dublin, Cork or Galway  
**Benefits:** - 12 days Annual Leave (24 days pro rata).  
- 8% employer pension contribution following successful completion of probation  
- Hybrid (With the opportunity to work from home & flexible working)  
**Salary:** €40,000 - €44,000 per annum, based upon experience

#### **COMMITMENT TO EQUALITY**

We are an equal opportunity employer. We believe that diversity and inclusion drive success and help us to achieve our highest potential as an organisation. We commit to respect, equality, inclusion and diversity, both in our workforce and in our engagement with others. We strongly welcome applications from members of minority and marginalised communities.

#### **ABOUT RETHINK IRELAND**

Rethink Ireland (previously Social Innovation Fund Ireland) supports the most innovative non-profit organisations working in communities across the country. We believe that a team effort is more effective than working alone. So joining forces with the Government, companies, families, individuals and foundations, who understand as we do that lasting change demands new thinking, is how we do business.

Together we create funds to help innovations rise to the challenges of our most pressing social and environmental issues. Our cash grants and business supports enable social innovations to develop and maximise their impact. This is our venture philanthropy model. The groups we support and the donors who support us don't just think differently. They act decisively on their ideas to build a more equal, just and sustainable Ireland.

#### **What is social innovation?**

At Rethink Ireland, we define social innovation as the successful delivery of new approaches to meet social needs more effectively and sustainably than those currently available.

#### **Our mission**

Our mission is to support the best social innovations so that they can grow and maximise their impact across Ireland.

## **Our vision**

Our vision is an Ireland which is more just, equal and sustainable because of social innovation.

## **ROLE PURPOSE**

The purpose of this role is to be accountable for the financial operations of the organisation and provide support to the Chief Finance and Operations Officer (CFOO) in managing the financial strategy of Rethink Ireland.

## **JOB DESCRIPTION**

Reporting to the Chief Finance and Operations Officer (CFOO), the Assistant Finance Director will be responsible for overseeing the financial operations of Rethink Ireland, managing income and expenditure in line with budget and Charities SORP, ensuring financial compliance across the organisation and implementing continuous improvements in processes, systems and reporting. They will support the CFOO with quality financial analysis, identify risks and opportunities, and be solution focussed. Responsible for leading and managing the finance department to ensure all finance, accounting and reporting activities are implemented and carried out effectively and efficiently and that the finance department is providing the necessary support to the wider organisation through accurate and meaningful financial information and financial training.

### **Responsibilities include:**

- Managing and leading the finance department - currently 1 direct and 3 indirect reports
- Managing the income and expenditure of the organisation within budget, identifying and highlighting any risks and putting measures in place to manage them.
- Ensuring financial compliance with all internal and external requirements.
- Provide financial analysis, planning and advice to guide decision making in a fast-paced environment.
- Ensure a high standard of transparent financial planning to enable strategic decision making including financial modelling.
- Bring effective leadership to financial systems and process development, delivering the efficiency and effectiveness integral to a high performing and cost-effective finance function.
- Ensure that all of the organisation's financial practices are in line with statutory and fiscal regulations.
- Encourage a culture of finance as a service / support role, close collaboration with the organisation's other teams and good financial stewardship throughout Rethink Ireland.
- Supported by the Financial Controller, lead, manage and mentor the Finance Team to:

- Ensure the provision of clear and accurate monthly management information, on a fund by fund basis, to drive effective decision making in a fast-moving environment.
- Deliver all aspects of the financial reporting, financial control, working capital management, budgeting and forecasting functions, monthly bank reconciliations, payments and banking requirements.
- Ensure that payment processes are organised efficiently, that financial compliance has been followed and that all payments are made in a timely manner.
- Preparation of year end statutory accounts in line with the Charities SORP and liaising with the group's external auditors to conclude the audit in a timely manner.
- Ensuring that the Annual Report & Financial Statements are accurate and all required reporting has been included.
- Production of the annual budget and forecasts and perform financial modelling for future cash flow needs for the business operations.
- Provide support to the wider organisation including dealing with queries, providing advice on best practice and reviewing and approving engagements, expenses, invoices and bank payments.
- Ensure an accurate register of organisation risk is maintained and reviewed and work with key leaders to mitigate these risks.
- Contribute to the development, implementation and monitoring of Rethink Ireland's financial policies and procedures, striving to deliver continuous improvement.
- Will be a member of the Management Team ensuring effective communication and cross collaboration with other departments in the organisation.
- Other duties that may arise from time to time appropriate to the role.
- Like all staff, you will act as an ambassador for Rethink Ireland at all times.

## **PERSON SPECIFICATION**

You will be someone with the following qualities and skills:

### **REQUIRED**

- Qualified Accountant (ACA/CIMA/ACCA/CPA) with at least 5 years financial experience at senior level
- Experience in leading and motivating a team
- Strategic and commercially minded with strong analytical skills, experienced in the provision of quality management information and business planning.

- Excellent organisational and collaborative leadership skills, combined with outstanding communication and people management skills
- Experience of continuous improvement of financial systems, processes and system integration.
- Experience of working in a fast-paced environment with a proven operational and strategic mindset, with evidence of both revenue and profit growth
- Experience of working with external auditors, compliance and regulatory oversight
- Commitment to results; 'can-do' mindset and outstanding problem-solving ability
- Exceptional negotiation skills
- You have an ability to build and maintain relationships
- You are committed to excellence and have a strong attention to detail
- You are a team player and self-motivated problem solver
- You are able to work under pressure to meet strict deadlines
- You demonstrate the highest levels of integrity
- You are passionate about making Ireland a better place and are committed to Rethink Ireland's mission and values.

#### **DESIRABLE**

- Previous experience in managing significant government funding relations and reporting
- Previous experience in a charity or not for profit organisation with a high degree of entrepreneurial activity would be advantageous
- Previous experience of working in audit (external or internal)
- Previous experience of finance transformation would be advantageous
- Previous experience in a grant making, government, or venture capital environment would be advantageous

#### **Our Values**

- We work with our hearts and our heads – we value compassion, passion and fun.
- We take smart risks and we allow permission to fail because we know that innovation and risk are two sides of the same coin.
- We believe that social change is a team sport. We build trusted relationships, and we choose to collaborate to achieve our goals.
- We are curious and hunger to learn.
- We value bold ideas and bold leadership, and we develop remarkable people.

**We are an equal opportunity employer and we strongly believe that diversity and inclusion lead to success. The work we do is underpinned by respect, equality, inclusion & diversity.**

In line with Ireland's Equality Legislation we actively oppose discrimination on the following 9 grounds:

1. Gender.
2. Civil status: single, married, divorced, etc.
3. Family status: if you're the parent or person responsible for a child over 18, or if you're the main carer or parent of a person with a disability.
4. Sexual orientation.
5. Religion.
6. Age.
7. Disability.
8. Race.
9. Traveller community.

We also actively oppose discrimination on the grounds of socio-economic disadvantage.

#### **HOW TO APPLY?**

Please apply by 8am Friday 2nd August 2024.

If you have any questions, or would like to discuss the role, please contact us at careers@[rethinkireland.ie](mailto:careers@rethinkireland.ie).

Please note that any information you submit will be used for recruitment purposes only. Your record will be deleted after the process is completed.