

## Finance and Operations Lead Job Description

Position	Finance and Operations Lead
Reports to	CEO
Purpose	The post holder will ensure Community Therapy Ireland has robust governance and accounting management systems and provide accurate financial reporting and financial information to the CEO.
Contract	Permanent, part-time, flexible working hours The contract will be: <ul style="list-style-type: none"> <li>• Provided on a part-time basis (14 or 21 hours a week – to be agreed with the preferred candidate)</li> <li>• Subject to six-month probation</li> <li>• Subject to continuous funding</li> </ul>
Location	The organisation is operating a fully remote working model for the foreseeable future, subject to review based on organisational needs The post holder may be required to travel for work from time to time
Salary	Grade V of the HSE Pay Scale October 2024 The agreed salary will be commensurate with qualifications and experience. CTI adheres to pension auto-enrolment.
Annual Leave	20 days per annum (pro rata)

### 1. About Community Therapy Ireland

At Community Therapy Ireland, we are committed to investing in our people and culture to ensure that we continue to deliver on the [Strategic Plan](#) while also continuing to be a great place to work.

We are currently operating on a fully remote basis, offering great flexibility to our employees and providing excellent opportunities to learn, grow, and thrive.

Community Therapy Ireland is the only independent, national organisation representing [Community Therapy Service Provider Member Organisations](#) (registered charities) who provide professional, affordable, and accessible counselling and psychotherapy to communities across Ireland. We are a company limited by guarantee and a registered charity. We are funded by Tusla.

#### Our vision

We envisage an Ireland where high quality counselling and psychotherapy services are fully accessible to all

#### Our mission

We offer Irish community therapy providers with a collective voice and supports that enable excellent practice

## 2. About the Role

An exciting opportunity has arisen for an enthusiastic, qualified finance professional to join Community Therapy Ireland's team.

### Key Responsibilities:

- Maintain effective financial controls and systems across the organisation
- Prepare Management Accounts and contribute to Board reporting
- Manage the organisational finance software (Sage)
- Reconcile monthly bank accounts
- Work closely with payroll (outsourced to Carmichael) as required
- Maintain the Fixed Asset Register
- Assist in the preparation of the annual budget
- Lead the preparation of annual audit and financial statements through SORP
- Prepare financial and compliance returns for funding and statutory bodies, including but not limited to Tusla, CRO, and CRA
- Assist with funding proposals and other reporting requirements as appropriate
- Monitor and oversee annual contracts renewals – e.g., insurance, vendor contracts.
- Maintain appropriate filing of financial records and ensure proper backup of all files in line with GDPR
- Support in the planning and execution of key events, training programmes, and meetings including the AGM and conferences.
- Manage the Community Therapy Ireland member database
- Support the day-to-day management of member/external queries
- Support in the development of in-house operational and change management processes
- Carry out any other duties consistent with the role of Finance and Operations Lead as required

### Person Specification

#### Qualifications, Knowledge & Experience:

- A qualification in Accountancy/Finance or equivalent (ATI or Business/Accounting Degree minimum) or part-qualified ACA/FCA/ACCA/CIMA or bookkeeping qualification – Essential
- Knowledge and experience of SAGE Accounting – Essential
- A minimum of 3 years experience working in a Finance/Accounting/Bookkeeping role – Essential
- Excellent IT skills in MS Office with an emphasis on Excel – Essential
- Experience with database management and oversight – Essential
- Experience with HubSpot – Desirable/Advantage
- Previous experience working in the NGO/Charity sector – Desirable/Advantage

### **Key Skills**

- Ability to deliver accurate financial information in a timely manner to support organisational decision making
- Ability to manage databases and support member queries
- Proven ability to work independently and as part of a team
- Ability to take ownership and drive tasks through to completion
- High degree of attention to detail and analytical skills
- Ability to prioritise effectively and meet deadlines
- Excellent English (written and oral)
- Commitment to, and understanding of, working within a voluntary organisation in an inclusive manner.

### **Application Process**

To apply, please submit an up-to-date CV and letter of application via email to [ceo@communitytherapy.ie](mailto:ceo@communitytherapy.ie) by **Tuesday, 8 April 2025**. The cover letter should address the essential requirements and convey the applicant's understanding of this role. The CV should be no more than three pages long. Shortlisting of candidates may apply and will be based on the Job Description and Person Specification. Candidates may be asked for further information or to undertake other tasks to assist in the assessment process. Community Therapy Ireland strives to be an Equal Opportunities Employer.