

Position	Director of Finance – Glasnevin Trust Group
Reporting to	Chief Executive Officer
Location	Glasnevin
Glasnevin Trust	Glasnevin Trust group is the leading provider of Burial and Cremation services in the greater Dublin area and manages a total of five Cemeteries and three Crematoria. As Ireland’s iconic National Cemetery, Glasnevin is a prominent visitor attraction and has become an important location for national historical commemorations.
Scope of Responsibility	Member of the Executive team responsible for providing strategic leadership and operational management of finance, risk and compliance as directed by the Chief Executive Officer and the organisational strategic plan
Hours	39 hours (Full-Time Permanent)
Key Areas of Responsibility	<p>The Director of Finance (DF) is a key member of the Executive team reporting directly to the Chief Executive Officer.</p> <p>You will attend board meetings reporting on financial matters and will liaise with the Chair of the Audit and Finance committee on audit related matters.</p> <p>You will work closely with other departments including HR, Cemeteries, Museum, Fundraising, Administration and Business development</p> <p>You will be responsible for setting and implementing strategic plans for the department. Such plans include strong financial and corporate governance, risk management, financial reporting, the development and implementation of procurement policy, and compliance with statutory and charities regulation reporting requirements</p> <p>The DF provides strategic leadership for:</p> <ul style="list-style-type: none"> • Financial planning and budgetary management • Financial performance management and reporting • Overseeing risk management • Audit and compliance • You will be a resource to relevant sub-committees of the board including: <ul style="list-style-type: none"> ○ Audit and Finance ○ Governance, Risk and Compliance ○ Pensions

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	<p>Details of responsibilities</p> <p>Responsibilities are assigned by the Chief Executive and may change from time to time.</p> <p>Financial planning & budgetary management</p> <ul style="list-style-type: none"> • Resource planning and leading the budget process • Financial analysis and scenario planning • Strategic planning support with sound financial advice • Ensure payroll is effectively managed and compliant with legislation • Ensure the pension scheme is effectively managed and fully compliant with legislation. You will work with our pensions administrator and Corporate trustee in this area. • Business development planning <p>Financial performance management & reporting</p> <ul style="list-style-type: none"> • Lead on all financial reporting – internal and external – including periodic management accounts • Ensure accuracy, quality and timeliness of all financial reporting • To lead the preparation of year-end financial statements for statutory audit (including two companies in accordance with SORP for charitable companies) • Reporting and strategic advice on financial performance including cost control • Empowerment of non-finance managers to deliver financial objectives • Provide management accounts and professional analysis that supports the executive to lead the Trust effectively • Provide timely reports to board committees and all relevant audiences • Financial risk assessment of new business developments and opportunities • Management of cash flow and balance sheet <p>Overseeing risk management</p> <ul style="list-style-type: none"> • Prepare risk register in conjunction with the Executive team and ensure it is kept up to date by all risk managers • Reporting on key corporate risk areas to Board and Executive • Ensuring risk management meets best practice and appropriate for Glasnevin Trust scale of activities • Manage and monitor all insurances • Provide due diligence and oversight in the event of new partnerships or development initiatives

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	<p>Audit and compliance</p> <ul style="list-style-type: none"> • Ensure effective and robust processes for compliance reporting and audit • Management of annual statutory audit • Oversight of all contractual relationships and obligations for legal and financial due diligence • Develop, implement and review all financial policies, procedures and standing orders • Manage the process of internal audit • Account for and manage all assets and liabilities in line with the Trust’s policies, statutory requirements, funder requirements and best practice • Prepare all statutory returns in line with legislation and regulatory requirements <p>General</p> <ul style="list-style-type: none"> • Lead and co-ordinate the finance team in an efficient, effective and timely manner, ensuring all financial governance practices are followed and to manage and develop finance team members • Manage the tax affairs of the Trust and to ensure returns are prepared accurately and in a timely manner • Represent the organisation in correspondence and meetings with banking and other organisations • Contribute to the overall development of the Trust’s ERP system, integration and implementation • To carry out all duties with due regard for all Glasnevin Trust policies and procedures • To carry out any other duties commensurate with the post and the needs of the Trust <p>The overall focus of this role is to lead on good financial governance, risk management, income generation, robust cost control and value for money and thus contribute to the overall sustainability of the Trust.</p> <p>Work duties may develop and change over time as the needs of the organisation change. The above role description is not exhaustive.</p> <p>Flexibility</p> <ul style="list-style-type: none"> • You may be asked to perform other duties which are not included above but which are relevant to your area of work. In addition, you may be asked to help out colleagues in other areas of the Trust from time to time. As a result of technological advancement, regulatory changes and sectorial developments, the workplace will continue to change over time, with new systems and new work

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	<p>practices being introduced as needed. Your duties will evolve over time as the needs of the Trust and the environment in which it is operating evolves. In addition, your duties may evolve in line with your own development in your role.</p> <ul style="list-style-type: none"> • The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.
Person Requirements	<ul style="list-style-type: none"> • A professional accountancy qualification • Third level degree specialising in finance or accountancy • At least five years working in a finance role of which at least three years have been at finance management level • Experience of corporate governance • Strong communication and influencing skills • Commercial experience, insight and business development • Charity experience is an advantage • Experience developing and managing line staff • Competence using all Microsoft systems, in particular advanced Excel skills and accountancy packages