

Job Description: Director of Finance

Salary	€59,953-€67,006 depending on experience
Hours:	Full-time, 35 hrs per week
Reporting To:	CEO
Direct Reports:	Accounts Assistant
Supported By:	Operations Team Fundraising Team
Term:	1-year fixed term contract, renewable subject to funding and performance
Starting Date:	ASAP
Application Deadline:	10am, Tuesday October 7

Overview

Belong To's vision is for an Ireland where lesbian, gay, bisexual, transgender, and queer (LGBTQ+) young people are equal, safe, and valued in the diversity of their identities and experiences. We work with LGBTQ+ young people as equals to achieve our vision through youth work, changing attitudes, and research.

Our core values are those of inclusion, integrity, and respect, in an environment of honesty and openness. Our purpose is to create a welcoming, supportive, safe and fun space for LGBTQ+ young people. We are committed to collaboration and youth participation. We believe in solidarity and intersectional equality, and our work focuses on human rights and social justice. We are dedicated to continuous improvement in everything we do.

As a member of the Senior Leadership Team, the Director of Finance is a strategic role, responsible for the leadership, management and analysis of

Belong To's financial operations and accounting processes. As a member of the Senior Leadership Team, the Director of Finance works closely with the CEO, SLT, the Board and its Sub Committees. The Director of Finance contributes to the strategic direction and sustainability of the organisation while ensuring its vision and core values are upheld.

Staff Benefits

Belong To provides staff members with an array of benefits and supports that increase their financial security, health, and well-being. We also support staff members to develop professionally and promote a healthy work life balance. Some of these discretionary benefits and supports include:

- Paid time off, including 26 holiday days, and following successful completion of probation access to our discretionary sick leave, parental leave, and bereavement leave schemes
- Educational assistance programmes (including paid study/ exam leave and an educational fund towards the costs of fees)
- An Employee Assistance Programme (EAP) covering you, and your loved ones.
- A death in service benefit which will pay a lump sum of x4 times your salary to your loved ones in the event of your untimely passing
- Family flexible working hours
- Hybrid Working arrangements
- Tax saver tickets and cycle to work scheme
- Staff coaching and mentoring programmes
- Staff training and development opportunities
- Staff wellness programmes
- Pension contributions (upon completion of 6-month probationary period).

Key Responsibilities and Duties

Strategic Financial Leadership and Management

- Develop and implement financial strategies aligned with organisational goals.
- Advise the CEO and SLT on financial planning, risk management, and investment decisions.
- Lead the annual budgeting process and multi-year financial forecasting.

Financial Management and Reporting

- Oversee all financial operations including accounting, payroll, cash flow, and financial controls.
- Preparation of monthly management accounts.
- Prepare timely and accurate financial reports for the Board, SLT, and funders.
- Support the Senior Leadership Team to manage their departmental budgets. Prepare departmental and project expenditure reports and cashflows for project and departmental managers.
- Ensure compliance with statutory requirements, including tax, audit, and charity regulations.
- Proactively plan for funder audits and respond to funder audit reports in a timely manner.

Governance and Board Support

- Act as Secretary to the Finance and Audit Subcommittee, preparing agendas, papers, and minutes.
- Support the Board in understanding financial performance, risks, and strategic implications.
- Ensure financial policies and procedures are up-to-date and effectively implemented.

Risk and Compliance

- Lead on financial risk management, including internal controls and fraud prevention.
- Ensure compliance with relevant legislation, funder requirements, and best practice standards.
- Liaise with external auditors and manage the annual audit process.

Team Leadership and Collaboration

- Lead and develop the finance team, fostering a culture of excellence and accountability.
- Collaborate across departments to support programme budgeting, grant management, and financial literacy.
- Promote financial transparency and understanding throughout the organisation.

Note

This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisations aims are achieved. It should be noted that the organisation is dynamic and fast paced and it may be necessary to step beyond the areas outlined above to support others from time to time.

Functional Competencies

Essential

- Demonstrated ability to develop and implement long-term financial strategies.
- Degree in Finance or Accountancy.
- Expertise in producing and interpreting financial statements and performance metrics.
- Advanced skills in budget development, monitoring and forecasting.
- In-depth knowledge of charity finance regulations, audit standards, and governance.
- Proficiency in identifying, assessing, and mitigating financial risks.
- Strong command of financial software and systems (e.g. Sage, or similar).
- Excellent IT competency with Microsoft Outlook, mail, calendars and Microsoft Office.
- Commitment to LGBTQ+ inclusion.

Highly Desirable

- Experience in the not-for-profit sector
- Experience with Charities SORP (Statement of Recommended Practice).

Other Desirable

- Experience working in the LGBTQ+ related sector.
- Experience of working with database systems, especially Salesforce.

Behavioural Competencies

Planning and Organising

Responsibility for the development of a plan for own department, which contributes to the organisation's strategic plan. Secures and makes best use of resources to manage fluctuating demands. Responsibility for the design and planning of key projects. Is focused on value for money.

- ◆ Plans, organises, and manages activities to make sure budget resources are used efficiently and effectively to the organisation's goals (where appropriate).
- ◆ Manages the implementation of department plans and ensure that corrective action is taken to meet targets.
- ◆ Develops / implements processes for tracking progress against high level performance indicators (i.e., Service Level Agreement).
- ◆ Reports on progress of key activities within department to a line manager.
- ◆ Incorporates contingencies into plans. Prioritises in climate of continuing change.
- ◆ Provides clear direction and makes sure that staff/colleagues know what is expected of them.
- ◆ Sets goals and targets beyond those required and continuously strives to achieve them.

Level 5

Drive for Results

Is responsible for setting and meeting challenging goals and objectives.

- ◆ Identifies department strategies based on the organisation's goals and objectives.
- ◆ Considers the alignment of processes, and methods and identifies actions and changes needed to meet objectives.
- ◆ Collaborates with staff to determine how best to achieve results (where appropriate).
- ◆ Monitors and evaluates results against goals and objectives.
- ◆ Deals firmly, promptly, and appropriately with performance issues; lets people know what is expected of them.

Level 5

Leadership

Communicates the vision. Sets strategic direction for whole or part of the business ensuring buy in to the decision-making process and commitment to decisions made.

- ◆ Sets clear goals and standards, ensures shared ownership of these within team
- ◆ Monitors progress against goal achievement.
- ◆ Pro-actively communicates the importance of short and long-term goals and objectives. Key Performance Indicators (KPI's) are established and used to meet the organisation's goals and targets.
- ◆ Ensures individual contributions are maximised.
- ◆ Recognises and celebrates others' contributions & achievements.
- ◆ Works to provide a supportive environment by managing resources and removing blocks to effective working.
- ◆ Communicates and gains commitment to a vision of what is to be achieved, instils passion in people about the organisation and their own department/team.

Level 5

Stakeholder Focus

Consistently looks for opportunities to improve the department/s they are responsible for. Develops and implements standards and plans to achieve the highest possible standards of service excellence.

- ◆ Leads and champions stakeholder focus throughout the organisation.
- ◆ Translates operational feedback into strategic improvements. Acts decisively to address inefficient or underperforming areas of the organisation.
- ◆ Sets service targets and monitors progress to drive up service standards.
- ◆ Review processes regularly to continuously improve service.
- ◆ Takes responsibility for ensuring that improvements are actioned and have the desired effect.
- ◆ Is aware of stakeholders' changing needs and makes changes to existing services, where necessary.

Level 5

Thinking & Acting Strategically

Develops and manages the implementation of plans for own department. Contributes actively to the organisation's strategy.

- ◆ Designs, develops, and implements plans and actions to realise the organisation's goals within own department/team.
- ◆ Aligns the department's goals with the organisation's strategic direction.
- ◆ Can clearly communicate the overarching goals and objectives of own area of responsibility and puts this into wider departmental and organisational context.
- ◆ Understands the decision-making processes within the organisation.
- ◆ Uses this information for the benefit of own department and to progress wider organisational issues.
- ◆ Can articulate strategy to a wider audience.

Level 5

Decision-Making & Problem-Solving

Analyses situations at both a strategic and operational level. Identifies the key issues, and solutions. Acts decisively with sound judgment.

- ◆ Considers the impacts of decisions on the organisation, both short term and long term.
- ◆ Demonstrates leadership and courage in making tough or unpopular decisions.
- ◆ Works collaboratively and tests ideas with a wide range of people internally and externally.
- ◆ Makes decisions through weighing up the cost-benefit and risk implications. Provides specialist / authoritative advice to others as required to enable them to make decisions.

Level 5

**Please note that listed above are the top 6 behavioural competencies applicable to this role and is not the exhaustive list of all competencies relevant to this role.*

Overview of Practical Arrangements

Hours and Place of work

Full-time, Monday to Friday, with flexible start and finish times and hybrid working in place. The nature of this post requires flexibility in the hours of work and will require occasional work in the evenings and at weekends.

The usual place of work shall be in Belong To's office at 13 Parliament Street, Dublin 2.

Holidays

In addition to the usual public holidays the annual leave for this position is 26 working days (pro-rata).

The Protection & Safeguarding of Children and Vulnerable Adults

Belong To LGBTQ+ Youth Ireland has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to follow this policy at all times and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisation's Safeguarding and [Child Protection Policy and Vetting Policy](#) is available for review on our website.

Confidentiality

Due to the nature of this work the post holder will often be party to highly confidential and very personal matters – they must therefore be committed and able to maintain the very highest standards of confidentiality at all times.

Non-Compete/ Non-Solicitation

A condition of the contract of employment offered to the successful candidate will be a restrictive covenant commonly known as a non-compete and non-solicitation clause.

Pre-Employment Health Check

The successful candidate shall be required to complete a pre-employment medical check and be certified as fit to perform the duties of the role in advance of taking up employment.

Belong To LGBTQ+ Youth Ireland is an Equal Opportunities Employer.

We are committed to an inclusive and diverse organisation. We do not discriminate based on race, ethnicity, colour, class, ancestry, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, anti-body status, marital status, family status, religious belief, membership of the Roma or Travelling community or any other legally protected status.

Data Protection and Privacy

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a role with Belong To LGBTQ+ Youth Ireland we create a number of both paper and digital records in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit a request by email to privacy@belongto.org ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). Information in relation to a candidate's personal data held by Belong To LGBTQ+ Youth Ireland are set out in our [data protection policy](#).

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Belong To LGBTQ+ Youth Ireland may decide that a smaller number will be called to the next stage of the selection process.

In this respect, Belong To provides for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other

candidates are necessarily unsuitable or incapable of undertaking the job, rather than there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. An expert panel will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

As part of the shortlisting process, candidates may be selected to take part in a phone screening interview. An invitation to take part in a phone screening interview will be at the discretion of the Expert Panel and does not guarantee a face-to-face interview.

Other Important Information

Belong To LGBTQ+ Youth Ireland will not be responsible for refunding any expenses incurred by candidates.

Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises we may at our discretion, select and recommend another person for appointment on the results of this selection process. A panel may be formed from which future vacancies may be filled.

Once a candidate has accepted an offer of appointment their name will be removed from the panel and no further offers of appointment will be made.

Submitting an Application

Please submit a completed application form in advance of the **deadline for applications of 10am, Tuesday October 7.**

Applications should be submitted by email to: jobs@belongto.org. Please include "**Director of Finance**" in the subject line of the email.

We will inform candidates who have been successfully shortlisted. We regret that it is not possible to provide individualised feedback to applicants who have not been shortlisted for interview and we kindly request that you do not call or email seeking feedback. Feedback is available for candidates called to interview.

Interviews are provisionally scheduled to occur on the 24th of October online. If you are unable to attend for interview on this date, please state so clearly on your application form.

Second round interviews are provisionally scheduled to occur on the 4th of November at Belong To's offices.

Candidates should note that canvassing will disqualify.

This role is supported by funding from Pobal through the Scheme to Support National Organisations, the HSE National Office of Suicide Prevention, the Department of Children, Disability and Equality, and Community Foundation Ireland.