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| <b>Job Title:</b>  | Head of Finance and Support Services  |
| <b>Location:</b>   | Coolmine TC Head Office, 7 Ringwood Centre, Damastown, Dublin 15  |
| <b>Reports to:</b> | Chief Executive   |
| <b>Job Type:</b>   | Permanent contract  |
| <b>Hours:</b>      | 4 or 5 Days per week (28-35 hours)  |
| <b>Salary</b>      | Competitive salary in line with sector norm.  |
| <b>Purpose:</b>    | To embrace the vision, mission and values of Coolmine and to provide strategic leadership in Finance, IT, Risk management and Compliance. |

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women with problematic substance use and their families in Ireland since 1973. Coolmine is a company limited by guarantee not having share capital and a registered charity. The annual turnover is region €6.5 - €7 million currently.

The Head of Finance and Support Services is a key member of the Senior Management Team reporting directly to the Chief Executive. This team provides strategic leadership and management oversight to safeguard quality service delivery to our clients and their families.

The Head of Finance and Support Services takes the lead role in managing the financial and infrastructure support systems of the organisation. The Head of Finance and Support Services role is responsible for the performance and management of their teams to ensure delivery of the organisational strategic plan, and annual departmental plans.

It provides strategic leadership for:

- Financial planning and management
- Financial performance management and reporting
- Strategic use of IT resources and support
- Risk management oversight
- Audit, risk and compliance

The Board of Coolmine has a Finance sub-committee which reviews all matters in relation to finance and associated compliance for the organisation. The Head of Finance and Support Services prepares reports for and briefs this committee. The Head of Finance and Support Services also assists the Chief Executive by preparing data and reports for the Audit and Risk board sub-committee.

**Role Responsibilities:**

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|  | <p><b>Financial planning and management</b></p> <ul style="list-style-type: none"> <li>▪ Lead and co-ordinate delivery of the budget process, in collaboration with management team, and oversee presentation of the same to Board for approval.</li> <li>▪ Oversee and implement resource planning and allocation based on state funding received for the regional service delivery.</li> <li>▪ Complete financial analysis of income and expenditure to enable scenario planning to protect delivery of quality drug and alcohol services nationally.</li> <li>▪ Provide leadership, due diligence and oversight in cost modelling for new service delivery.</li> <li>▪ Lead on Board Reporting – specifically Income &amp; Expenditure Reports, Balance Sheets, Cash- flow statements and ad-hoc reports as required.</li> <li>▪ Prepare investment plans, funding applications, proposals and tender documents for new and existing service delivery in collaboration with Chief Executive and Senior Management team.</li> <li>▪ Ensure payroll and pensions are effectively managed and compliant with legislation.</li> <li>▪ Support the Head of Services to maintain full quantum of quality service delivery within allocated budget and resources.</li> <li>▪ Support the Head of Fundraising and Communications to plan for income generation.</li> </ul> |
|  | <p><b>Financial performance management and reporting</b></p> <ul style="list-style-type: none"> <li>▪ Lead reporting and strategic advice on financial performance including the implementation of cost control measures when required.</li> <li>▪ Provide monthly management accounts and professional analysis that supports effective charity reporting and compliance.</li> <li>▪ Present financial reports in a timely manner to the Board, relevant subcommittees and Senior Management Team.</li> <li>▪ Hold secretariat function to the Board Finance sub-committee.</li> <li>▪ Work in partnership with the Senior Management Team to ensure that restricted funding is used effectively and accounted for.</li> <li>▪ Build effective relationships, including timely reporting submissions and meeting schedules, with core state funders including Health Service Executive and Probation Service Ireland.</li> </ul>   |

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|  | <p><b>Strategic use of IT resources and support</b></p> <ul style="list-style-type: none"> <li>▪ Ensure a fit for purpose organisational IT strategy is in place to safeguard service delivery to our clients.</li> <li>▪ Lead and co-ordinate delivery of a planned IT strategy, within budget and in collaboration with IT manager, to fulfil the organisational IT needs.</li> <li>▪ Provide oversight for all information and communication technology functions, policies and practice.</li> <li>▪ Support the development the IT functions to provide effective and reliable information and support to our staff and clients.</li> <li>▪ Ensure compliance of IT Data with GDPR and other relevant standards and protection to negate cyber-security threats.</li> </ul>   |
|  | <p><b>Risk management oversight</b></p> <ul style="list-style-type: none"> <li>▪ Co-ordinate the implementation of Coolmine’s risk management strategy and associated systematic approach to risk identification and management.</li> <li>▪ Lead on the delivery of the company risk management processes, this includes regular review and updating of our company risk register, to ensure it is appropriate for Coolmine’s responsibilities and scale of activity</li> <li>▪ Ensure the organisational risk register is effective and reviewed annually.</li> <li>▪ Manage and oversee the organisational insurance schedules, ensuring quality at reasonable cost, to meet our requirements including buildings, contents, business interruption, public and employers liabilities.</li> </ul>  |
|  | <p><b>Governance, Audit, and compliance</b></p> <ul style="list-style-type: none"> <li>▪ Provide oversight and due diligence of all HSE contractual relationships and obligations for a Section 39 organisation</li> <li>▪ Lead and ensure effective and robust processes are in place to meet legal and compliance responsibilities.</li> <li>▪ Ensure that Coolmine meets its legal obligations and maintains its reputation through sound financial planning and management.</li> <li>▪ Oversee the annual financial audit process.</li> <li>▪ Ensure that purchasing and supplier management are conducted in line with public sector probity requirements.</li> <li>▪ Maintain and review Coolmine’s financial policies and systems and test annually.</li> <li>▪ Manage internal audit process as per priority areas identified by Audit &amp; Risk committee in line with the with company audit universe.</li> <li>▪ Co-ordinate delivery of internal audits, two per year, with assigned independent external auditor.</li> <li>▪ Hold secretariat function for the Audit and Risk board sub-committee.</li> </ul> |

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|                            | <p><b>Others</b></p> <ul style="list-style-type: none"> <li>▪ Develop a culture of performance and continual improvement in resource management.</li> <li>▪ Provide a cost effective resources function to aid competitiveness.</li> <li>▪ Take on project lead initiatives when requested by the Senior Management Team.</li> </ul>  |
| <p>Person Requirements</p> | <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Candidates for the position of Head of Finance and Support Services should be qualified accountant with at least four years' post-qualification experience.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ Leadership in managing and motivating staff</li> <li>▪ Financial management experience</li> <li>▪ Experience of internal audit processes</li> <li>▪ Experience of liaising, and development of positive relationships, with public funding bodies such as Health Service Executive and Probation Service Ireland</li> <li>▪ Preparation and delivery of financial statements for statutory audit</li> <li>▪ Experience and working knowledge of risk management strategy and systems</li> <li>▪ Proven capacity to deliver clear reports, documentation and presentations to a range of stakeholders, internally and externally</li> </ul> <p><b>Knowledge</b></p> <p>It is desirable for candidates to demonstrate knowledge in the following areas:</p> <ul style="list-style-type: none"> <li>• An understanding of compliance requirements for companies registered in the Republic of Ireland</li> <li>• An understanding of Charity legislation and regulation</li> </ul> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>▪ Excellent leadership and decision-making skills</li> <li>▪ Excellent communication, interpersonal and client interfacing skills</li> <li>▪ Strong IT skills- excellent knowledge of Microsoft Excel, Word and Standard Accounting software packages</li> <li>▪ Experience in working with, and meeting, multiple deadlines</li> <li>▪ Ability to work with a high professional ethic and identify with the work of Coolmine</li> <li>▪ Experience of line management, performance management and development of staff</li> </ul> |

**Application Process:**

Interested candidates who meet the Person Specification requirements should send their CV & cover letter to Justinah Bello, at [justinah.bello@coolminetc.ie](mailto:justinah.bello@coolminetc.ie). The closing date for applications is **5.00pm on Friday 12<sup>th</sup> March 2021.**

**Coolmine Therapeutic Community is an equal opportunities employer.**