

Job title:	Head of Finance and Support Services
Location:	Head Office, Damastown Close, Dublin 15
Reports to:	CEO
Purpose:	To embrace the vision, mission and values of Coolmine and to provide strategic leadership in Finance, IT, Risk Management and Compliance.
Job Type:	Permanent – fulltime (35 hours per week)
Salary:	Competitive based on experience
Contact Person	Applications can be emailed to karl.mooney@coolminetc.ie Anyone with an informal query or expression of interest can reach out in confidence in advance of any formal application to Maurice Dowling on Maurice.dowling@coolminetc.ie
Application Ref.	HR/DUB/ELT/HOFSS/0123

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. Established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

Role Responsibilities: (Include, but not limited to)

Financial planning and management

- Lead and co-ordinate delivery of the budget process, in collaboration with management team, and oversee presentation of the same to Board for approval.
- Oversee and implement resource planning and allocation based on state funding received for the regional service delivery.
- Complete financial analysis of income and expenditure to enable scenario planning to protect delivery of quality drug and alcohol services nationally.
- Provide leadership, due diligence and oversight in cost modelling for new service delivery.
- Lead on Board Reporting – specifically Income & Expenditure Reports, Balance Sheets, Cash- flow statements and ad-hoc reports as required.
- Support the Head of Services to maintain full quantum of quality service delivery within allocated budget and resources.
- Support the Senior Management Team to plan for income generation, including assisting in preparing funding/grant applications.

Financial performance management and reporting

- Lead reporting and strategic advice on financial performance including the implementation of cost control measures when required.
- Provide monthly management accounts and professional analysis that supports effective charity reporting and compliance.
- Present financial reports in a timely manner to the Board, relevant subcommittees

and Senior Management Team.

- Work in partnership with the Senior Management Team to ensure that restricted funding is used effectively and accounted for.
- Build effective relationships, including Service Agreements, timely reporting submissions and meeting schedules, with core state funders including Health Service Executive and Probation Service Ireland. Advance argumentation and costings to support appropriate funding levels both for existing and new services.

Strategic use of IT resources and support

- Ensure a fit for purpose organisational IT strategy is in place to safeguard service delivery to our clients.
- Lead and co-ordinate delivery of a planned IT strategy, within budget and in collaboration with IT manager, to fulfil the organisational IT needs.
- Provide oversight for all information and communication technology functions, policies and practice.
- Support the development the IT functions to provide effective and reliable information and support to our staff and clients.
- Ensure compliance of IT Data with GDPR and other relevant standards and protection to negate cyber-security threats.

Risk Management oversight

- Co-ordinate the implementation of Coolmine’s risk management strategy and associated systematic approach to risk identification and management.
- 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
- Ensure the organisational risk register is effective and reviewed annually.
- 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.

Governance, Audit, and compliance

- Provide oversight and due diligence of all HSE contractual relationships and obligations for a Section 39 organisation
- Lead and ensure effective and robust processes are in place to meet legal and compliance responsibilities.
- Ensure that Coolmine meets its legal obligations and maintains its reputation through sound financial planning and management.
- Oversee the annual financial audit process.
- Ensure that purchasing and supplier management are conducted in line with public sector procurement requirements.
- Maintain and review Coolmine’s financial policies and systems.
- Manage internal audit process as per priority areas identified by Audit & Risk

committee in line with the with company audit universe.

- Co-ordinate delivery of internal audits, two per year or as agreed by the Audit & Risk Committee, with assigned independent external auditor.

Others

Manage Finance and IT teams.

- Develop a culture of performance and continual improvement in resource management.
- Provide a cost-effective resources function to aid competitiveness.
- Take on project lead initiatives when requested by the Senior Management Team.

Person Specification:

The person spec sets out the essential abilities and qualities needed by the successful candidate for this post.

Qualification

- Candidates for the position of Head of Finance and Support Services should be a qualified accountant with at least four years' post-qualification experience.

Experience

- Leadership in managing and motivating staff
- Financial management experience
- Experience of internal audit processes
- Experience of liaising, and development of positive relationships, with public funding bodies such as Health Service Executive and Probation Service Ireland
- Preparation and delivery of financial statements for statutory audit
- Experience and working knowledge of risk management strategy and systems
- Proven capacity to deliver clear reports, documentation and presentations to a range of stakeholders, internally and externally

Knowledge

It is desirable for candidates to demonstrate knowledge in the following areas:

- An understanding of compliance requirements for companies registered in the Republic of Ireland
- An understanding of Charity legislation and regulation

Core Competencies:

- Excellent leadership and decision-making skills
- Excellent communication, interpersonal and client interfacing skills
- Strong IT skills- excellent knowledge of Microsoft Excel, Word and Standard Accounting software packages
- Experience in working with, and meeting, multiple deadlines
- Ability to work with a high professional ethic and identify with the work of Coolmine
- Experience of line management, performance management and development of staff

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Karl Mooney, HR Coordinator at karl.mooney@coolminetc.ie

Please quote this application reference HR/DUB/ELT/HOFSS/0123.

The closing date for applications is **12pm on Wednesday 25 January 2023.**

Coolmine Therapeutic Community is an equal opportunities employer.