



An Cosán is currently recruiting for the position of **National Finance Manager**. This key role requires a seasoned finance professional who will oversee the full spectrum of financial and cost accounting and lead the effective management of the organisation's resources.

The National Finance Manager has a strategic leadership role, sitting on the Management Team, reporting to the CEO and provides the organisation with financial expertise, implementing strong financial controls and ensuring that all aspects of cost management have integrity, are closely monitored and proactively managed. The Manager oversees a small team of experienced finance professionals and therefore is expected to be hands-on, whilst balancing the strategic requirements with the operational day-to-day needs. The post holder will be an experienced accountant with financial strategy, management and reporting skills.

Role Title	National Finance Manager
Reporting To:	CEO
Contract:	Permanent
Probation:	9 months
Location	Tallaght, Co. Dublin
Direct Reports	5 members of the Finance Team

An Cosán

An Cosán (Irish for 'The Path') is Ireland's largest community education organisation. The mission of An Cosán is to bring about social equality and an end to poverty through community-based adult education, the provision of early years supports, wrap around counselling services, and empowering social enterprise development. Over the past three decades, An Cosán has provided pathways to empowerment by providing access to community education to over 18,000 people of all ages. The organisation has expanded its reach to a national scale using technology to deliver virtual access to its range of learning programmes.

Key Responsibilities

- Driving excellence in the delivery of all financial activity at An Cosán, striking a balance between the operational and strategic needs of the role.
- Manage and lead a team of finance professionals, ensuring resources are appropriately planned and allocated to meet business needs.
- Formulate and implement the financial strategy to underpin the mission of An Cosán, whilst incorporating key performance indicators, internal controls, governance and tracking thereof.

- Lead the production of Annual Financial Statements, representing a true and fair view of financial affairs, for the approval of the Board
- Develop policies, procedures and financial management systems to respond to and meet the changing regulatory and business requirements.
- Lead and oversee all operational and cyclical financial activities, such as budgeting processes and annual audits.
- Play an active role in ensuring robust funding proposals are prepared and ensure that the financial returns and outputs are maximised.
- Support the drive to effectively manage relationships with funders and corporates and helping identify future potential funding streams.
- Provide strategic input as an effective member of the Management Team, utilising appropriate financial reports and performance measures to inform strategic and operational decision-making.
- Ensure compliance with all risk, tax and regulatory requirements.
- Represent the organisation in all financial matters, both internally and externally, including participation in the Finance Working Group, a sub-committee of the Board
- Enhance the development of knowledge and understanding of financial matters across the organisation in order to promote the effective use and accountability for public funding.
- Support the role of Company Secretary and ensure that An Cosán is compliant with SLAs, The Companies Act, The Charities Regulatory Authority (CRA), SORP and other relevant legal requirements.
- Support the Corporate Services Manager and ensure that An Cosán is compliant with GDPR requirements.
- Any other duties as assigned by the CEO.

Essential Skills and Core Competencies

- Proven leadership qualities, with strong coaching and motivational skills.
- Exemplary communication skills, both written and verbal, together with strong negotiation, relationship management and interpersonal skills.
- Self-starter with a process improvement mindset.
- Skilled negotiator and relationship builder, with the ability to create strong and effective partnerships.
- Accountable, can work on own initiative and with integrity.
- Ability to proactively initiate and positively manage change.
- Analytical, with a strong attention to detail and focused on results.
- Effective problem-solving skills.
- Demonstrates a collaborative approach to work with good teamwork skills
- Efficient multi-tasker, with excellent time management skills.

Experience and Knowledge

Essential

- A minimum of 7 years' experience in a senior financial role, with strong management accounting and financial reporting experience.
- ACA/ACCA/CIMA/CPA/CIFPA qualified
- Experience of a environment with multi-funding streams

- Minimum 5 years in a senior leadership position
- Experience of process change and change management.
- Excellent IT skills with MS Office, including Excel, to an advanced level
- Proficiency in Sage 50 Accounting and also CRM systems

Desirable

- Experience working in a not for profit organisation would be an advantage.
- Affinity with and understanding of the importance of engaging learners and communities in realising their potential as equal members of a socially just society.

Salary commensurate with experience and the community education sector

Application Process:

Please email the following documents to jobs@ancosan.ie with subject line clearly marked **National Finance Manager role:**

- Cover letter
- Curriculum Vitae
- Completed Application Form

Closing date for applications is 5pm on Monday, 2nd November 2020.