

Finance and Compliance Manager

CANDIDATE BRIEFING DOCUMENT



June 2024

ABOUT ASTHMA SOCIETY OF IRELAND

The Asthma Society of Ireland was established in 1973 by a group of healthcare professionals and individuals affected by asthma. Its primary goal was to provide support and education to people with asthma and their families.

Over the years, the society has expanded its services and activities, becoming a leading voice for asthma awareness and advocacy in Ireland. They are the voice of the 380,000 people with asthma in Ireland, and their work radically transforms their quality of life.

They have committed to bringing an end to asthma deaths in Ireland by 2030, with a reduction by half by 2025. Overall, the Asthma Society of Ireland plays a crucial role in supporting the asthma community, raising awareness, and advocating for better policies and resources to improve asthma management and quality of life for affected individuals.



MISSION

To stop asthma deaths in Ireland.

VISION

That everyone with asthma in Ireland lives a full life, symptom-free.

VALUES

Empowering, Pioneering, Expert and Accountable.

STAFF STRUCTURE

The Asthma Society of Ireland currently have 11 staff members.

FINANCIAL INFORMATION

In the year ending December 2022, the Asthma Society of Ireland had a total income of €738,070. During the same period, its total expenditure was €727,018.

GOVERNANCE

The Asthma Society of Ireland is governed by a Board who are responsible for the organisation achieving its strategic aims, remaining commercially viable and overall governance of the organisation. The Board is currently chaired by Paul Keogh and is comprised of 10 members.

CONTEXT FOR APPOINTMENT

An opportunity has arisen for an experienced individual to fill the position of Finance & Compliance Manager with the Asthma Society of Ireland.

The Finance & Compliance Manager will be responsible for the Society's finances, including forecasting, monitoring, and reporting all income and expenditure, to guarantee the financial resilience of the Society.

The Finance & Compliance Manager is an integral and valued position in the Asthma Society acting as a strategic and operational advisor to the CEO, the Executive and the Board on all matters relating to finance.



THE POSITION

Title	Finance & Compliance Manager
Reporting to	Chief Executive Officer
Direct Reports	1 (Finance and General Administrator)
Place of Work	Connolly Building, 2, 42-43 Amiens St, Dublin 1, D01 E4X5
Working Hours	Full-time (37 hours per week, hybrid options available)
Contract Type	Initial 2-year contract with potential to extend, subject to funding

ROLE SUMMARY

Reporting to the CEO, the post-holder will contribute to the efficient delivery of day-to-day financial, audit and governance processes and procedures; and will report on financial performance, governance compliance, and internal and external audits.

The post holder will work closely with the CEO to ensure meticulous control of the organisation's finances and set the highest standards across the organisation in accountability, transparency and governance.

They will develop and maintain policies, processes and procedures to optimise financial sustainability and good governance throughout the organisation. The postholder will be accountable and responsible to the CEO for the finance and compliance functions of the Asthma Society of Ireland and will have reporting duties to the Board in respect of these responsibilities.

Leadership

- Leading and managing the Asthma Society's Finance team to the highest level of efficiency, effectiveness and accountability and be proactive in the development of opportunities.
- Working closely with all sections of the organisation, to ensure all finance requirements are met and the SMT are advised and supported fully.
- Playing a collaborative and leadership role within the management team of the Asthma Society.
- Identifying ways to adapt the workings and configuration of the Finance and Compliance team to deliver on agreed workflows and project deadlines.
- Representing the organisation, where required, at high-level meetings with prospective and existing funders in the promotion of the strategic interests of the organisation.

Financial Analysis, Budgeting and Reporting

- Recording, monitoring, and analysing income and expenditure on a programme-by-programme and an ongoing basis.
- Assisting the CEO and Board with strategic planning, budget management, projections, and cash flow monitoring.
- Lead on the annual budget process and prepare analysis of variances on a quarterly basis.
- Ensuring all grant applications are fully and accurately costed, including overheads.
- Oversight and tracking programmes in conjunction with Departmental Managers.
- Producing monthly management accounts and other financial reports and overseeing the administration of the Society's income generation initiatives, in conjunction with the Fundraising Manager.
- Taking the lead role for costs control within the Organisation, ensuring internal financial controls are complete, stringent, and effective, and cover the areas of operational financial management.
- Identifying financial policies and procedures/controls that need to be implemented or strengthened ensuring policies and practices are updated as required.



Financial Processing & Payment

- Oversight of the duties of the Finance Assistant involving checking, processing and recording all revenue and expenditure, administering invoices and expenses claims received, coding items to agreed budgets, and making payments.
- Managing the Society's bank accounts, monitoring cash flows and performing bank reconciliations.
- Accurate maintenance of the accounts system and supporting records to allow transparent reporting on unrestricted and restricted funds.
- Ensure the efficient operation of computerised financial systems, and the streamlining of reporting systems, processes, and procedures.

Compliance

- Maintenance of annual compliance calendar and ensuring the Asthma Society meets highest transparency and governance standards.
- Presentation of management accounts and budget variance reports to the Board and the Committee's, highlighting any important trends arising.
- Ensuring the Asthma Society is prepared to meet its obligations by ensuring key policies are in place and up to date, including by chairing the organisation's Policies Working Group.
- Ensuring compliance with all Asthma Society policies and key external best practice code are met (Charities Regulator, Charities Institute, SIPO, and IPHA guidelines) including taxation, charitable (Revenue and CRA) and other legal requirements.
- Ensuring the financial reporting requirements of the Society's grant agreements are met.
- Managing the monthly payroll process (administered by outsourcing agent) to ensure staff being are paid correctly and on time.
- Responsible for overseeing all aspects of credit control, including credit policy development, customer credit assessment, debt collection, and cash flow management.



PRINCIPAL DUTIES & RESPONSIBILITIES

Governance Oversight and Management

- Making annual returns to CRO and CRA, creating continuous governance improvement culture and overseeing routine governance tasks related to work of Finance and Compliance team.
- Taking the lead on the annual financial audit of the organisation, and supporting any financial auditing required by our statutory and private funding bodies .
- Carrying out relevant statutory financial returns and contributing to the development of annual reports.
- Comprehensive and timely reporting to the Audit, Risk and Finance Committee (ARFC) and to the Board of Directors, as required.
- Working with the CEO in the preparation of Board meetings, including standardisation of reporting procedures, identifying key reporting items, coordinating preparation across teams, and specifically, drafting high-quality finance and compliance related board papers.
- Arranging Annual / Extraordinary General Meetings, with support from the Company Secretary, Chairperson and CEO, ensuring that all timelines, deadlines and requirements are met in line with the organisation’s obligations.

These duties are a guide to the general range of responsibilities and are neither definitive nor restrictive. From time-to-time, the post-holder may need to undertake other duties commensurate with the post, as designated by the CEO.

KPIs / PRIORITIES AFTER 6 MONTHS

After 6 months in the role, you will be expected to be working towards the following KPIs and priorities:

- ✓ In depth knowledge and control of annual and programme budgets, including successfully completing a budget revision process – presentation of the same to SMT and the Board.
- ✓ Established relationship with CEO and management team, delivering informed and accurate reports to support strategic and operational decision making
- ✓ Established relationship with Audit, Risk and Finance Committee and its Chair, having planned, delivered and presented at each scheduled meeting
- ✓ Financial statements ready for adoption by Board at AGM (September 2024)
- ✓ Financial resilience and sustainability policy in final stages for consideration by ARFC
- ✓ Demonstrable understanding of organisation procedures and of a practical approach to their implementation.

(The Finance and Compliance Manager role is funded by the Department of Rural and Community Development under its Scheme to Support National Organisations)

PERSON PROFILE

The Asthma Society of Ireland are seeking an individual with a proven record of managing financial functions, ideally in a nonprofit organisation. They must be able to think strategically, valuing accuracy and attention to detail, with proven analytical and problem-solving skills. They must be able to think strategically and have an appreciation for the importance of strong governance.

The post holder will be a proven leader, with a track record of effectively managing a finance team and delivering successful results. The postholder will have strong communication skills with the capability to work with several key stakeholders, including the Board, subcommittees, and funders. They will also have a passion for the Asthma Society of Ireland's purpose and will continually act in the best interests of the organisation.



CORE COMPETENCIES AND SKILLS

Criteria	Essential	Desirable
Qualified Accountant (recognised professional qualification in accountancy - ACCA / ACA / CIMA etc.)	✓	
3-5 years relevant Post Qualification experience in management accounting and operational management of a charity or business	✓	
Strong relationship management and interpersonal skills to enable the development of strong rapport with internal and external stakeholders (especially board / committee members, internal and external auditors).	✓	
Evident experience of inspiring, managing, and developing a team, particularly working in a collaborative and inclusive manner.	✓	
Ability to communicate in all forms (including written skills, presentation skills, listening and interpersonal)	✓	
Demonstrate commitment to driving financial and governance performance to high standards and experience reporting to a board.	✓	
Committed to building a collaborative, innovative, accountable and highly functioning team that meets the needs of patients and healthcare professionals.	✓	
Strong attention to detail and excellent project management skills	✓	
A strategic mindset with the ability to anticipate future challenges and opportunities, enabling effective planning and proactive decision-making	✓	
Strong passion for the Asthma Society of Ireland's mission and a strong understanding of the services they deliver and the service users they support.	✓	
Excellent IT skills, especially MS Office products and finance/accounting systems	✓	
Experience working in the non-profit sector and understanding of relevant policies		✓

If this role is of interest to you and you believe you have what it takes to be successful, but don't necessarily believe that you meet every single criterion in the table above, please do still get in touch so we can discuss further how you may be a fit.

REMUNERATION

A salary of €70,000 is offered for this position.

Non-pay related benefits include:

- Flexitime within office hours of 8am-6pm, core office hours 10:00 – 4:00.
- Hybrid working option.
- Pension scheme with employer contributions matched up to 6% from 6 months of employment
- 3 months paid maternity leave.
- 22 days annual leave and 3 company days
- Time Off in Lieu Policy
- Bike to Work Scheme & Travel Saver Ticket



APPLICATION PROCESS

Recruitment for this role is being managed exclusively by 2into3.

If you are a dedicated professional with the drive to help to shape the future of Asthma Society of Ireland and a passion for making a difference, please send your CV and cover letter ([in word document format only](#)) to Aoife Duff.

All enquiries regarding the role will be held in strictest confidence.

The closing date for applications is **Friday 5th July 2024.**

Contact Details

- Email aoife.duff@2into3.com
- Address The Academy, 42 Pearse St, Dublin D02 YX88
- Telephone 086 775 9352
- Website www.2into3.com

Asthma Society of Ireland is an equal opportunities employer who believe that diversity is a strength in the workplace. We therefore welcome applications from suitably qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, belief, religion or sexual orientation.

At 2into3, we endeavour to make all reasonable accommodations to facilitate the participation of candidates with disabilities in the recruitment process. Please let us know if you require any specific accommodations.