



# Head of Finance

## Candidate Briefing Document



# ABOUT CO-OPERATIVE HOUSING IRELAND

Co-operative Housing Ireland is the national organisation representing, promoting and developing co-operative housing in Ireland.

Since our foundation in 1973 we have provided over 9,708 homes through homeownership, shared ownership and social rented co-operatives.

As an Approved Housing Body (AHB), we work with various stakeholders in the housing sector, including Local Authorities, Government, aspiring homeowners, tenants and developers.

With our membership of democratically controlled local co-operatives, we now manage close to 7,000 homes across Ireland.



## VISION

Our Vision is of a society where everyone has access to housing delivered co-operatively.

## MISSION

Providing homes co-operatively to meet the needs of our communities by working in partnership:

- to enable vibrant and sustainable communities
- to be a voice for delivering housing co-operatively and for those in housing need
- to support co-operative and other community-led housing initiatives

## VALUES

The following are core beliefs held by the organisation which guide our behaviours as an organisation and what we expect of our staff, suppliers, partners and collaborators with whom we work: Co-operative, Respect and Professional, Inclusion, Sustainability, Passion.

You can learn more about our values on [our website](#).

## FINANCIALS

In 2024, Co-operative Housing Ireland had an income of +€85 million, expenditure of +€78 million, and balance sheet fixed assets net book of +€1.1 billion.

For more details, download our 2024 annual report [here](#).

## GOVERNANCE

Co-operative Housing Ireland is a registered charity, Approved Housing Body and formed under the Industrial and Provident Acts. Reporting to RFS, Charity Regulator and AHBRA, we are governed by a voluntary board who are responsible for the organisation achieving its strategic aims, remaining financially viable and the overall governance.

To learn more about our board, visit [our website](#).



# CONTEXT FOR APPOINTMENT

In line with its continued growth, Co-operative Housing Ireland has created a new Head of Finance position which will report to its Director of Finance and support with the overall integrity, accuracy and timeliness of the organisation’s financial information.

This is an end-to-end finance role requiring an experienced and values-driven individual with experience of leading a finance team.



# THE POSITION

Title	Head of Finance
Reporting to	Director of Finance
Direct Reports	Five ( <i>Core Finance Manager, Accounts Payable Manager, Financial Planning Manager, Treasury Manager, Asset &amp; Loan Manager</i> ).
Place of Work	Warrington Place, Dublin 02; with hybrid working (minimum 2 days in office per week with up to 3 days remote, subject to business requirements)
Contract Type	Permanent, following successful completion of 6-month probationary period
Working Hours	Full-time. The nature of this post requires some level of flexibility and out of hours work during the year to attend Audit Assurance & Finance subcommittee meetings with CHI’s voluntary board

# ROLE SUMMARY

The Head of Finance position is a senior leadership role responsible for the overall integrity, accuracy, and timeliness of the organisation’s financial information. This role oversees financial accounting, reporting, controls, treasury operations, and statutory compliance, ensuring the organisation meets all regulatory obligations as a large Approved Housing Body (AHB) and registered charity.

Working closely with the Director of Finance, the Head of Finance will lead the finance team and play a key strategic role in supporting financial sustainability, enhancing financial systems, and ensuring robust governance as the organisation continues to grow.

## Financial Accounting and Reporting

- Lead the end-to-end financial accounting and reporting cycle for the organisation.
- Ensure timely and accurate preparation of monthly, quarterly, and annual management accounts.
- Prepare financial performance dashboards and key financial metrics for the Executive Management Team, Audit Assurance & AFF Committee and Board.
- Ensure compliance with relevant accounting standards (e.g., FRS 102) and AHB-specific reporting requirements.
- Ensure compliance with AHBRA Regulatory Standards including the Financial Standard and Charities Regulator standards.

## Statutory and Regulatory Compliance

- Oversee preparation of annual statutory financial statements and coordinate external audit processes.
- Ensure full compliance with the AHB Regulatory Framework, Charities Regulator, Lender, and other relevant bodies.
- Maintain up-to-date knowledge of financial legislation, accounting standards, and sectoral requirements.







Juliana Kalan in her new home in Plás an Chruicéid, Tuam

## Financial Controls and Governance

- Strengthen internal controls, financial governance, and risk management processes across the organisation.
- Develop and maintain financial policies and procedures, ensuring adherence across all departments.
- Lead periodic internal control reviews, implementing improvements where necessary including recommendations arising from Internal Audits.

## Budgeting and Forecasting

- Support the Director of Finance in the annual budget and multi-year including 30 year financial planning processes.
- Lead the preparation of rolling forecasts, cash flow projections, and scenario planning.
- Provide financial insight to support strategic decision-making and value-for-money assessments.

## Treasury and Cash Management

- Manage all treasury activities across the organisation, including cashflow, banking relationships, and funding compliance.
- Monitor loan covenant compliance and oversee financial reporting to lenders and funding partners.

## Systems, Processes & Continuous Improvement

- Lead the continued development of finance systems, processes, and reporting tools to support growth and efficiency.
- Champion automation and digitalisation initiatives within the Finance function.
- Ensure data quality and integrity across financial systems.

## Leadership and Team Management

- Lead, mentor, and develop the financial accounting and reporting team.
- Foster a culture of high performance, service excellence, and collaborative working.
- Support organisational capacity building and skills development within the broader Finance team.

*These duties are a guide to the general range of responsibilities and are neither definitive nor restrictive.*

*The post-holder may from time to time have to undertake any other duties commensurate with the post, as designated by the Director of Finance.*



# PERSON PROFILE

This is an exciting opportunity for an experienced and values-driven accountant.

Working closely with the Director of Finance, the successful candidate will lead a dedicated finance team.

In addition to strong technical accounting skills and significant experience in financial control within a large, regulated environment, this role requires excellent interpersonal and stakeholder management skills.

The ideal candidate will lead with integrity and transparency, fostering a culture of high performance and continuous improvement within the finance function.

They will bring a strategic mindset combined with hands-on delivery capability, and will be instrumental in driving systems development, process enhancement and finance transformation as the organisation continues to grow and deliver on its social mission.

# CORE COMPETENCIES AND SKILLS



Core Criteria	Essential	Desirable
Fully qualified accountant (ACA, ACCA, CPA, CIMA or equivalent)	✓	
Minimum 7+ years post-qualification experience, ideally with significant exposure to large turnover, high levels of debt (gearing), large balance sheet organisation and financial control in such	✓	
Strong leadership, communication, and stakeholder management skills with experience managing a high-performing finance team	✓	
Strong technical accounting skills with excellent knowledge of FRS 102	✓	
Strong knowledge of property and related debt finance	✓	
Commitment to the values and social mission of the AHB sector and Co-operative Housing Ireland's mission, vision and values	✓	
Experience of risk management	✓	
High level of accuracy, analytical ability, and professional judgement	✓	
Experience in treasury management and financial modelling	✓	
Experience leading system implementations or major finance transformation projects	✓	
Experience with not-for-profit/charity or such regulated environment		✓
Previous experience of mergers and acquisitions		✓
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 above, please do still get in touch so we can discuss further how you may be a fit.		



# PRIORITIES FOR POST HOLDER IN FIRST 6 MONTHS

---

**In your first 6 months in the role, you will lead on the following priorities:**

- ✓ Establish strong working relationships with the Director of Finance, Executive Management Team, Board, and key external stakeholders including auditors, lenders, and regulators. Gain a thorough understanding of the organisation's structure, funding arrangements, regulatory obligations, and strategic priorities.
- ✓ Conduct a comprehensive review of existing financial controls, policies, and procedures across the organisation. Identify any gaps or areas for strengthening, and develop an action plan to enhance the internal control environment in line with AHBRA Financial Standards, Charities Regulator requirements, and lender covenants.
- ✓ Get to know the finance team, understand current capacity and capability, and identify opportunities to support professional development and high performance.
- ✓ Evaluate existing finance systems and processes and support the Director of Finance and Transformation Project Lead with the development of a roadmap for upcoming finance systems transformation, automation, and digitalisation initiatives.
- ✓ Work with the Director of Finance to contribute to the annual budget process and multi-year financial planning, including 30-year projections.

## REMUNERATION

---



Competitive salary, commensurate with experience.

Co-operative Housing Ireland provides staff members with an array of benefits and supports that increase their financial security, health, and wellbeing.

**Some of these benefits and supports include:**

- 22 Days Annual Leave + 3 Company Privilege Days
- Annual leave increase to 30 days linked to length of service
- Generous Company Pension Contributions (up to 12% employer contribution)
- Income Protection
- Annual comprehensive private health screening with Bluecrest Health
- Paid Sick leave Scheme
- Educational Assistance Program
- Paid Study & Exam Leave
- Employee Assistance Program (EAP Scheme)
- Life Cover/Death in Service
- Paid Professional Subscription
- Hybrid-Working
- Time in Lieu



## APPLICATION PROCESS

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

If you are an experienced and values-driven finance professional looking to take on a rewarding role, please send your CV and cover letter to **Shannon Barrett, Principal – Talent Services, 2into3**.

The closing date for applications is **Friday 06<sup>th</sup> March, 2026**.

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

- **E-mail** [shannon.barrett@2into3.com](mailto:shannon.barrett@2into3.com)
- **Mobile** + 353 86 180 6051
- **Address** 2into3, The Academy, 42 Pearse Street, Dublin 2, D02 YX88
- **Website** [www.2into3.com](http://www.2into3.com)

*Co-operative Housing Ireland is an equal opportunities employer committed to a diverse work environment and welcomes suitably qualified applicants from all sections of society.*

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

*All expressions of interest and applications received will be processed in accordance with GDPR requirements; please review our [Privacy Statement](#).*

*This position will be offered subject to pre-employment reference checks.*

