



Finance Manager

Candidate Briefing Document



March 2025

ABOUT TALLAGHT UNIVERSITY HOSPITAL FOUNDATION

Tallaght University Hospital Foundation (TUHF) exists to push the boundaries of healthcare by funding innovation, research, and development at Tallaght University Hospital (TUH), one of Ireland's largest acute teaching hospitals. With a mission to change lives through healthcare investment, TUHF raises and deploys funds across a wide range of projects. To date, TUHF has invested over €13 million across hospital departments, and with the development of Innovate Health, the Foundation is entering a significant new phase of growth.

For more information, please visit www.tuhf.ie.



VISION

Radically improve the quality of care through healthcare investment.

MISSION

To provide quality care to our patients and the broader community through collaboration with our donors and partners.

OUR FOCUS

- Innovation
- Community Healthcare
- Capital Projects
- Research

RESOURCES

TUHF has a dedicated staff team of 4. In 2024, TUHF had an income of €8,210,523 and expenditure of €5,262,259. Over 90% of income is fundraised through donations and philanthropic organisations.

GOVERNANCE

TUHF is a registered charity and CLG, governed in accordance with its Constitution by a Board of Directors who carry the full governance responsibility for the organisation.



CONTEXT FOR APPOINTMENT

TUHF is at an important juncture in its development, with a €60 million investment in the Innovate Health Centre pending approval and a growing requirement for a senior financial professional to support this next phase.

This appointment represents an opportunity to build a strategic finance function in line with the expected expansion of the organisation's activities, and to play a significant part in supporting TUHF's ambition to transform how Tallaght University Hospital operates – making it a shining example of what is truly possible in healthcare.



THE POSITION

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|-----------------------|--|
| Title | Finance Manager |
| Reporting to | Chief Executive Officer and Finance, Audit, Investment and Governance Subcommittee |
| Direct Reports | None |
| Place of Work | Tallaght University Hospital, Dublin 24; hybrid working, subject to business requirements |
| Contract Type | 4 day week; one year fixed-term contract, subject to completion of 6-month probationary period |

ROLE SUMMARY

The Finance Manager will be responsible for the day-to-day financial operations of Tallaght University Hospital Foundation, working closely within an impactful team to support strong financial strategic planning, governance, and compliance. The role encompasses financial reporting, budget management, audit, and board-level engagement, with a particular focus on the Foundation's ambitious Innovate Health project. This is a hands-on, varied role that offers genuine breadth across financial control, stakeholder engagement, and strategic planning at an exciting time for the organisation.

Financial Management & Control

- Oversee the end-to-end financial operations of the Foundation, including bank reconciliations, supplier management, and accurate processing of donations and expenditure.
- Lead dedicated financial management for the Innovate Health (IH) Project, including maintaining a separate cost centre, project-level reporting, and timely grant acquittals.
- Prepare monthly management accounts, balance sheet reconciliations, and operational cashflow forecasts, ensuring accuracy and timeliness across all reporting cycles.
- Lead the preparation of the annual budget and three-year financial forecasts, translating strategic ambitions into robust financial plans.
- Build and maintain effective relationships with key internal and external stakeholders, including the Tallaght University Hospital financial controller, external auditors, investment advisors, and the FAIG committee.



Financial Planning & Analysis

- Act as a trusted financial partner to the CEO, providing proactive financial insight, scenario modelling, and analysis to support strategic decision-making and long-term planning.
- Support the development of the Foundation's investment strategy, including liaising with investment advisors (e.g. Davy) and preparing materials for board consideration.
- Contribute to the Foundation's strategic growth by identifying opportunities to grow unrestricted income, optimise reserves, and leverage assets effectively.
- Provide financial input into new projects and funding proposals, including feasibility assessments and multi-year financial modelling.





Reporting & Board Engagement

- Attend and present at Finance, Audit, Investment and Governance (FAIG) Subcommittee meetings, delivering clear, accurate, and insightful financial updates to senior stakeholders.
- Prepare high-quality board reports and visual financial presentations, translating complex financial data into accessible formats.
- Attend weekly management meetings and occasional full Board meetings as required, confidently representing the financial position of the Foundation and responding to queries.

Audit & Statutory Reporting

- Oversee the internal audit function, maintaining the Foundation's strong track record of compliance and financial integrity.
- Take full ownership of the annual statutory audit process, preparing comprehensive audit files and acting as the primary liaison with external auditors (Mazars) to ensure efficient turnaround and continued clean audit outcomes.
- Prepare annual Financial Statements in compliance with Charities SORP and all relevant regulatory frameworks, ensuring timely filing with the CRO and Charities Regulator.





Compliance & Governance

- Ensure full compliance with all statutory obligations, including VAT, PAYE, PRSI, and the timely submission of CHY3/4 tax-back claims to maximise revenue for the Foundation.
- Ensure adherence to the requirements of the Charities Regulator, Revenue, and the Companies Act.
- Conduct bi-annual internal control reviews in conjunction with the Compliance Manager and maintain a strong governance framework across all financial activities.
- Support the annual review of the financial Risk Register and all financial policies and procedures, ensuring they remain fit for purpose as the organisation grows.
- Maintain counter-signatory responsibilities within agreed payment authorisation thresholds in line with the Foundation's financial controls policy.

This job description is not a definitive list of tasks; rather it is designed to give an overview of the job.

PERSON PROFILE

This is an exciting opportunity for a motivated, purpose-driven Finance Manager who is genuinely inspired by the mission of a growing and innovative healthcare charity at a transformative moment in its development.

The successful candidate will bring a proactive, detail-driven approach to execution, compliance, and financial control to support the Foundation's operational needs and strategic growth.

They will be an excellent communicator and natural relationship builder, confident engaging with a wide range of stakeholders from board level to external partners.



CORE COMPETENCIES AND SKILLS



| Core Criteria | Essential | Desirable |
|--|-----------|-----------|
| Qualified accountant (ACA, ACCA, CIMA, or equivalent). | ✓ | |
| At least 3 years of experience in a similar finance role, preferably within the charity or non-profit sector. | ✓ | |
| A strong interest in the vision and mission of TUHF. | ✓ | |
| Strong knowledge of Charity SORP, Irish tax, PAYE/PRSI, and charity finance regulations, including CHY and VAT schemes. | ✓ | |
| Proficiency in accounting software (e.g., BrightBooks) and strong Microsoft Excel skills. | ✓ | |
| Experience with CRM systems (e.g., Champ) and BoardX. | | ✓ |
| A strategic mindset with the ability to anticipate future challenges and opportunities, enabling effective planning and proactive decision-making. | ✓ | |
| Excellent attention to detail, organisational ability, proactive and analytical capability. | ✓ | |
| Ability to communicate in all forms, including strong presentation skills. | ✓ | |
| Strong relationship building skills, with confidence in engaging auditors, advisors, and senior stakeholders. | ✓ | |
| Strong commercial acumen with an ability to identify opportunities for income maximisation. | ✓ | |
| Capable of working independently in a hybrid environment. | ✓ | |
| Experience in project financial management, including cost centre management, project-level reporting, and grant acquittals. | ✓ | |
| Familiarity with ESG and impact reporting frameworks, ideally within a charity or not-for-profit context. | | ✓ |

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:

- ✓ **Financial Health Audit & Systems Review:** Develop a thorough understanding of TUHF's financial position, existing systems, and reporting cycles.
- ✓ **Stakeholder & Relationship Management:** Build trusted working relationships with key internal and external stakeholders across the organisation.
- ✓ **Funding & Reporting Architecture:** Take ownership of management accounts and board reporting, developing a clear understanding of all funding streams and reporting requirements.
- ✓ **Internal Controls & Compliance Strengthening:** Review existing controls and policies, identifying any gaps and strengthening the governance framework where needed.
- ✓ **Budgeting & Forecasting:** Take ownership of the budgeting and forecasting cycle, developing a clear picture of the Foundation's short and medium-term financial outlook.
- ✓ **Team & Process Optimisation:** Identify opportunities to streamline financial processes and ensure systems are appropriate to support the organisation's development.

REMUNERATION

A salary of €65,000 per annum will be offered for this role.

Non-pay benefits include:

- 20 days Annual leave, rising to 22 after one year
- Hybrid working policy
- Right to Disconnect Policy
- Employee Assistance Programme
- Where a public holiday falls on your non-working day, you will receive either an additional day of annual leave or equivalent of one fifth of weekly pay in lieu



APPLICATION PROCESS

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

If you are a motivated and strategic finance professional looking to take on a rewarding role, please send your CV (2 pages max.) and cover letter outlining your suitability for the role to **Orla Dolan, Consultant - Talent, 2into3**.

The closing date for applications is **12 noon, Friday 10th April**.

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

- **E-mail** orla.dolan@2into3.com
- **Mobile** + 353 86 792 4696
- **Address** 2into3, The Academy, 42 Pearse Street, Dublin 2, D02 YX88
- **Website** www.2into3.com

TUHF 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 garda vetting and pre-employment reference checks. The successful candidate shall be required to complete a pre-employment medical check and be certified as fit to perform the duties of the role in advance of taking up employment.

