



INCLUSION IRELAND

National Association for People with an Intellectual Disability

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Finance and Governance Lead

(Operations Lead)

Job Description

Inclusion Ireland is a national advocacy organisation that works to promote the rights of people with an intellectual disability. Inclusion Ireland uses the United Nations Convention on the Rights of Person with Disabilities as the prism through which it conducts its work. The CRPD is important because it provides the framework to ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities. We support our members to take part in decisions that are about them. Our work is informed by our members' views and life experiences and by our research. We campaign for change when we see things that are not fair. We work in partnership with others to build a more inclusive Ireland.

In this context and in collaboration with our funders Inclusion Ireland:

- Supports and builds the participation of people with an intellectual disability in representative policy structures and fora.
- Consults with people who have an intellectual disability and their advocates/supporters.
- Promotes and advocates for policy and practice change in line with the UNCRPD.
- Monitors the development of disability legislation and policy.
- Gives information and signposts people to relevant supports
- Works towards societal and systemic change.

Inclusion Ireland is also funded to deliver project-based activity for other statutory and non-statutory agencies.

Position: Finance and Governance Lead

Report to: CEO

The Finance and Governance Lead is a senior level position, managing Inclusion Ireland's operations. The role involves office management; financial management; supporting our funding strategy, governance and compliance excellence and human resource management.

The position supports Inclusion Ireland's team and ensures effective and efficient management of the organisations financial and human resources.

Working closely with the CEO and other managers, the Finance and Governance Lead is responsible for ensuring the delivery of critical components of the operational plan. The position also acts as the key support to Inclusion Ireland's Board Audit and Risk Committee, supporting the committee to fulfil its oversight role in financial, budgeting, governance and compliance obligations.

Finance and Budgets

- Support the CEO in the process of setting and monitoring annual budgets;
- Provide management reports to the CEO and board;
- Ensure project areas remain within agreed budgets;
- Monitor costs and expenditure and provide timely advice to CEO of corrective measures as required;
- Prepare reports and accounts as required and liaise with Auditor in production of annual statement of accounts;
- Monitor agreed financial protocols;
- Ensure electronic and manual payment systems are robust and operate to highest standards of practice;
- Conduct regular reviews (minimum every 24 months) of accounting policies, financial management and internal controls across the organisation;
- Support the CEO to report to the Board on funding and expenditure matters, i.e., robustness of income streams, income generation, value for money, staff remuneration policy, cost effectiveness etc.
- Play an active role in the sourcing of new income streams to support the organisations work including sourcing grant funding and working with the CEO on the development of corporate fundraising and partnerships.

Governance and Compliance and Risk

- Ensure Inclusion Ireland maintains its current status of being fully compliant with the Charity regulator Governance Code;

- Support the CEO to conduct regular reviews (minimum every 24 months) of all governance matters, and in particular, review the continuing compliance with The Governance Code, with an annual review report to be provided to the Board;
- Support the CEO to maintain the organisation's Risk Register and ensure there is a formal risk assessment process in place and that risk management arrangements are established.
- Ensure and monitor Inclusion Ireland's compliance with all statutory regulations as required under its Service Arrangement with the HSE.
- Maintain Inclusion Ireland's online repository of Governance and other Board documents.
- Monitor and ensure Inclusion Ireland's compliance with Data Protection regulations.
- Maintain oversight of Inclusion Ireland's IT systems and ensure they are fit-for-purpose and fully protected.

Human Resource Management

Support the creation of a respectful team environment and ensure compliance with Inclusion Ireland Human Resource policies

- Ensure Inclusion Ireland maintains effective and efficient HR policies and procedures in line with best practice and statutory obligations.
- Oversee recruitment processes, staff contracts, probationary periods and induction process in line with best practice.
- Maintain records of staff leave, sick leave and other HR reporting systems as required.
- Support managers as required with the administrative aspects of their HR role.

Professional Qualifications and Attributes

Essential

- Third level / professional qualification (accounting technician/ qualification in accounting) and relevant experience in financial and operations management.

Attributes

- Flexible, responsive, self-motivated and positively disposed to supporting Inclusion Ireland to achieve its objectives.
- Committed to understanding Inclusion Ireland's role in advocating for equality and human rights in line with Inclusion Ireland's Equality and Human Rights Statement.
- Committed to teamwork and will actively support the work of their colleagues.

Salary: Equivalent to HIGHER EXECUTIVE OFFICER grade.

Salary starting point between 46-48,000 depending on experience.