

## Job specification: Chief Financial Officer

[Genio](#) is a nonprofit organisation managing philanthropic and public funding and providing capacity-building for scaling successful citizen-centred, social and environmental innovations. Genio works at national and EU levels and is a trusted partner of government agencies, EU institutions and international foundations.

**Purpose of the role:** Reporting to the Executive Director, the Chief Financial Officer will contribute to the attainment of the organisation's objectives by providing strategic and financial guidance and ensuring that all financial and operational processes are effectively managed. The role will also involve participating in senior leadership discussions on the future direction of the organisation.

### Principal responsibilities:

#### Financial Planning & Management

- Develop and control the company's annual operating budget to ensure that all financial targets are met and compliance with financial and statutory regulations.
- Financial analysis and scenario planning.
- Budget preparation in consultation with senior management and presentation of same to Board for approval.
- Board reporting – income & expenditure summary reports; balance sheets, cash-flow statements.
- Manage monthly payroll and pensions ensuring these are effectively managed and compliant with legislation.
- Prepare funding proposals for new programme areas from Irish state funders, European Union funders and philanthropic funders in collaboration with senior management team.
- Monitor external contracts and services provided by suppliers to ensure that these are operating effectively and provide the best value to the company.

#### Financial Performance Management & Reporting

- Report and advise on financial performance including cost control.
- Prepare the company's financial accounts to ensure that these are presented accurately and on time.
- Provide management accounts and professional analysis that support effective charity reporting and compliance.
- Present finance reports in a timely manner to the Board's subcommittee(s).
- Work in partnership with the other senior leaders to ensure that restricted funding is accounted for and managed effectively.
- Complete timely financial reporting submissions, with core state funders including Health Service Executive, the EU under Horizon Europe.

#### Financial Audit, Risk & Compliance

- Ensure effective and robust processes for compliance reporting and audit.
- Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management within the company.
- Take responsibility for the annual audit.
- Provide oversight of relevant contractual relationships and obligations for legal and financial due diligence.
- Maintain and review Genio's financial policies and procedures annually.
- Maintain the organisational risk register and review annually.
- Ensure that Genio meets its legal obligations and maintains its reputation through sound financial management.
- Manage the process of internal audit from our state funders as they occur.

## Information Technology (IT)

- Manage the outsourced IT service provider ensuring efficiency, security and value for money.
- Develop and maintain all necessary documentation on IT systems, with a particular focus on cyber security for the organisation.

## Governance

- Develop and maintain all necessary policies and procedures to ensure effective and efficient governance within the organisation.
- Ensure compliance with CRO and its obligations for filing.
- Ensure compliance with the Charities Regulatory Authority and its obligations for filing.
- Organise and support the quarterly Finance, Audit and Risk Committee meetings.
- Attendance at quarterly Board of Directors and Board of Trustees meetings

## Other

- Ensure appropriate HR records are maintained.
- Support managers and employees with HR information requests or queries.
- Oversee the implementation of good GDPR practices
- Provide financial advice and guidance to the organisation's managers and staff to enable them to achieve their objectives.
- Carry out all necessary actions to ensure that the company meets its financial and legal obligations.

*Genio is a developing organisation. Flexibility is required for this position. Responsibilities may be reviewed and amended in line with our developing strategies.*

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## Person Specification:

### Education:

- ACA, ACMA or ACCA qualified accountant
- Fully conversant with current accounting standards and practices relevant to the charities sector.

### Knowledge & Experience

- Track record of excellence in managing finance, accounting, budgeting, control, and reporting.
- Continuing engagement with developments and best practice in accounting.
- Excellent written and interpersonal communication skills.
- An engaged person with a commitment to supporting and building strong working relationships within the team.
- Demonstrated ability to delegate and effectively use technology to manage concurrent work demands.
- Excellent organisational and time-management skills.
- Commitment to Genio's vision, mission and objectives.
- Experience and understanding of voluntary or not-for-profit structures and requirements.
- Also desirable is an understanding of public sector financial and operational practices and experience in dealing with EU funding.

### Core Competencies:

- Leadership
- Resourcefulness and creativity
- Financial acumen
- Operational focus
- Relationship management
- Excellent organisational skills
- Critical analysis & decision making
- Communicating & influencing
- Results focused
- Honesty and integrity
- Adaptability, drive & resilience
- Team focused, collegiate and diplomatic

**Term:** This role will be undertaken on a permanent basis but is contingent on future funding and successful completion of a probationary period of six months.

**Office hours:** Monday to Friday - 9am to 5pm (open to discussing flexible work options)

**Remuneration** €75,000 to €90,000 – depending on experience.

**Location:** Westland Square, Pearse Street, Dublin 2, hybrid/flexibility available on successful completion of probation.

**Reporting relationship:** Executive Director

**Other requirements:** Permission to work in Ireland.

**Other benefits:** Hybrid working model, 30 days annual leave (exclusive of bank holidays). 7% Pension contribution by employer on completion of probationary period. Employee Assistance Programme in place. Death in Service & Permanent Health Insurance Benefit.

**To Apply:** Potential applicants are invited to complete the application form on our website: <https://www.genio.ie/about-us/careers>

Genio is an equal opportunities employer and welcomes applications from all sections of the community.