

Head of Finance



- €60,000 - 65,000 per annum
- 24 days annual leave
- Defined Contribution Pension Scheme - up to 5%
- Mileage allowance
- Free car parking
- Employee Assistance Programme
- CPD opportunities

For more information please visit:

www.cillardahousing.ie

Role Profile Head of Finance

Reporting to: Chief Executive

Department	Finance Services
-------------------	------------------

Hours	<p>Full Time - 36.5hrs per week, Monday to Friday.</p> <p>Flexibility is required for out-of-hours meetings and emergency situations.</p>
--------------	---

Role Summary

The Head of Finance at Cill Dara Housing Association (CDHA) is a senior, strategic, and hands-on role that oversees the full financial function of the association. As the most senior finance professional, the postholder will be self-sufficient in managing all aspects of operational finance, including budgeting, statutory reporting, accounts payable, compliance, and long-term financial planning. The role supports the CEO and Board of Directors in delivering CDHA's mission by ensuring strong financial stewardship, regulatory compliance, funding oversight, and financial readiness for growth.

The Head of Finance will be instrumental in ensuring that financial systems and models align with the association's strategic goals, as well as ensuring accurate and timely financial reporting. The postholder will work closely with the CEO and Board to ensure CDHA's continued growth and success in delivering housing and community-focused services.

Key Tasks

Requirements

Financial Leadership & Strategy:

- Provide strategic financial advice to the CEO and Board of Trustees, ensuring financial decisions align with the organisation's strategic objectives.
- Contribute to strategic decision-making by advising on the financial implications of operational and strategic decisions.
- Lead, develop, and motivate the Finance Services Team, fostering professional development and ensuring service excellence.
- Ensure sound financial management and robust financial controls across the organisation, monitoring financial risks and ensuring compliance with AHBRA and other regulatory requirements.
- Support the implementation of the Association's Asset Management Strategy, including investment and capital development projects.

Accounting & Reporting:	<ul style="list-style-type: none"> ▪ Oversee the preparation of management accounts, including balance sheets, income and expenditure, and cash flow statements. ▪ Prepare annual budgets, forecasts, and financial plans, working closely with budget holders. ▪ Lead the preparation of year-end accounts, including audit preparation and liaising with external auditors. ▪ Manage monthly cash flow and monitor financial performance, reporting to the CEO, Board, and Sub-committees.
Operational Finance Management:	<ul style="list-style-type: none"> ▪ Responsible for the day-to-day financial operations, including accounts payable/receivable, financial reporting, and cash flow management. ▪ Ensure robust financial controls and risk management processes are in place, developing systems for effective financial oversight. ▪ Support the CEO and Board in the preparation of funding applications and ensure the association meets all reporting obligations for external funders.
Risk & Compliance:	<ul style="list-style-type: none"> ▪ Ensure compliance with relevant legislation, including FRS102, SORP, Revenue Commissioners, and AHBRA Standards. ▪ Manage financial records, asset registers, loan covenants, and fixed asset registers. ▪ Develop financial scenario models to support business decision-making and enhance strategic planning.
Management	<ul style="list-style-type: none"> ▪ Ensure KPIs and service standards are achieved. ▪ Develop and foster a culture of continuous improvement, collaboration, and performance excellence within the finance department. ▪ While currently operating without a finance team, plan and implement the growth of the finance function to meet the evolving needs of CDHA.
External Stakeholder Relations:	<ul style="list-style-type: none"> ▪ Liaise with Local Authorities, Housing Finance Agencies, and other stakeholders to ensure funding compliance and effective delivery of projects. ▪ Complete all necessary annual returns to regulatory bodies, including the Revenue and Charities Regulator. ▪ Liaise with leased property owners regarding rent reviews and payments.

General & Other Duties:	<ul style="list-style-type: none"> ▪ Participate in out-of-hours emergency support as part of a rota. ▪ Attend training and professional development sessions to maintain sector-specific knowledge. ▪ Carry out other tasks reasonably appropriate to this post.
------------------------------------	--

Person Specification

Essential Qualifications and Experience:

- A third-level qualification in finance, accounting, or a related field (ACCA, ACA, CPA, or CIMA).
- At least 3 years of experience in a senior finance role with a track record in financial management, reporting, and long-term financial planning.
- Demonstrable experience in budgeting, statutory reporting, and compliance within a similar organisation, preferably within the social housing/AHB sector.
- Proven experience in managing a variety of financial functions.
- Strong knowledge of relevant financial regulations, including VAT/RCT, and social housing legislation.
- Strong IT skills, particularly in Excel and financial reporting software.

Desirable Skills and Experience:

- Experience working within the social housing or charity sectors.
- Proven ability to work with boards and senior leadership teams to drive strategic financial decisions.
- Ability to work independently and proactively in a hands-on role, with minimal supervision.
- Strong interpersonal and communication skills, with the ability to engage effectively with both financial and non-financial stakeholders.
- A full and current Irish driving licence with access to a vehicle insured for business purpose.