



COUNTY KILDARE LEADER PARTNERSHIP

Finance and Operations Manager

Job Description and Person Specification

Job title	Finance and Operations Manager
Reports to	Chief Executive Officer
Accountable to	CEO and, through the CEO, the Board of Directors
Leadership role	Member of Senior Management Team
Direct reports	Finance and Admin staff.
Location	County Kildare Leader Partnership offices Kildare Town, with travel to stakeholder meetings as required
Contract	Fixed term, subject to satisfactory completion of probation

About CKLP

County Kildare Leader Partnership (CKLP) is the local development company for County Kildare. We deliver National and EU-funded programmes that promote social inclusion, community and rural development, employment, health and wellbeing, recovery, climate action and local enterprise. Our work includes the SICAP Programme, LEADER, TUS, health and wellbeing initiatives, the DARA Recovery project, along with time-limited or emerging programmes developed in response to community needs.

CKLP works with communities, public bodies, funders and partner organisations. We are committed to sound governance, careful stewardship of public funds and a workplace in which people work collaboratively and contribute to continuous improvement within clear and consistent standards.

Purpose of the post

Reporting directly to the CEO, the Finance and Operations Manager will lead CKLP's finance function and coordinate finance and administration support services. The postholder will ensure that financial information is accurate, that public funds are properly managed and reported, and that the systems supporting CKLP's work are reliable and fair.

The role will give the CEO, Senior Leadership Team, Finance and Governance Committee and Board clear visibility of financial position, cash flow, compliance, risk and operational performance. It will also lead and develop a capable, supportive finance and administration team and help build an overall culture of accountability, psychological safety and non-blaming leadership.

Scope of authority. The role is broader than a conventional finance manager post. It leads finance and agreed core operations, but does not displace the CEO's responsibility for organisational strategy and executive leadership, the Board's governance role, or programme managers' accountability for programme delivery, targets and staff.

Key responsibilities

1. Financial leadership, planning and reporting

- Lead the annual budgeting process and maintain a consolidated organisational budget covering all programmes, projects and core costs.
- Prepare accurate monthly management accounts, cash-flow forecasts, balance-sheet reconciliations, variance analyses and financial commentary for the CEO and Senior Leadership Team.
- Prepare clear financial reports every two months and year-end for the Finance and Governance Committee and Board, and present or support their presentation as required.
- Provide early warning of emerging pressures, funding gaps and cash-flow risks, with practical options for action.
- Maintain cost allocation and apportionment arrangements across restricted funding streams and shared services.
- Support the CEO and programme managers with financial modelling and assessment of new commitments.

2. Financial governance, controls and compliance

- Develop, implement and continuously improve financial policies, procedures, systems and internal controls in line with legislation, funder requirements, accounting standards and good governance.
- Maintain effective controls over income, expenditure, purchasing, procurement, payroll, banking, payment authorisations, assets and financial records.
- Ensure appropriate segregation of duties, documented approvals, reconciliations and audit trails.
- Maintain oversight of bank accounts, signatories and cash management, and ensure banking arrangements remain fit for purpose.
- Monitor financial and operational risks and ensure significant exceptions or control failures are escalated promptly under agreed protocols.
- Support compliance with the Charities Governance Code, Companies Act requirements, Revenue obligations, data protection and other applicable regulatory requirements within the scope of the role.

3. Funding, claims and programme finance

- Oversee the financial administration of government, EU, HSE, local authority, Pobal and other grants, ensuring expenditure is eligible, supported, correctly allocated and claimed on time.
- Maintain a clear schedule of funding agreements, budgets, reporting deadlines and financial deliverables.
- Work in partnership with programme managers so that the financial function supports programme delivery without creating unnecessary delay.
- Review claims, drawdowns and funder returns before submission and ensure queries are resolved promptly.
- Maintain complete financial files capable of standing up to funder inspection, internal audit and external audit.

4. Statutory accounts and audit

- Lead preparation of the annual statutory financial statements and coordinate the external audit to an agreed timetable.
- Act as the principal liaison with external auditors and coordinate responses to internal audits, funder inspections and other reviews.
- Ensure audit schedules, reconciliations, supporting papers, Board approvals and statutory filings are complete, accurate and available when required.
- Promote learning from audits and control incidents, focusing on prevention and system improvement.

5. Procurement, contracts and core operations

- Oversee implementation of CKLP's procurement policy, provide guidance to staff and maintain procurement and contract records.

- Coordinate contracts, suppliers, insurance arrangements, leases, facilities, premises, utilities, ICT support and business-continuity arrangements.
- Ensure that operational systems and renewals and compliance checks are documented and completed on time.
- Identify opportunities to simplify processes, improve value for money and make responsibilities clearer across finance, administration and programmes.

6. People leadership and organisational culture

- Lead and supervise finance staff through clear objectives, regular one-to-one support, fair workload allocation and professional development.
- Build a capable and supportive team that can maintain services and meet deadlines.
- Model calm, respectful and non-blaming problem-solving while holding clear standards for accuracy and follow-through.
- Explain financial matters clearly to staff who are not finance specialists and help managers take confident responsibility for their budgets.
- Promote and develop cooperation between administration and programme teams.
- As a member of the Senior Management Team, contribute to the strategic leadership and development of the organisation, helping to shape organizational culture and support cross-functional collaboration.
- As a member of the Senior Management Team, participate in the creation of an overall enabling culture and the ongoing development of CKLP staff.

7. Senior leadership and governance support

- Contribute as a member of the Senior Leadership Team to organisational planning, culture, risk management and performance.
- Provide the CEO with evidence-based advice and bring forward problems early, together with possible options and solutions.
- Support the Finance and Governance Committee and Board through accurate papers, clear explanations and timely follow-up of decisions, working through the CEO and agreed governance arrangements.
- Undertake other duties consistent with the level and purpose of the post as may reasonably be assigned by the CEO.

Key working relationships

- Internal: CEO; Board and Finance and Governance Committee; Senior Leadership Team; programme managers; finance, admin staff.
- External: funders and commissioning bodies; external and internal auditors; banks; insurers; professional advisers; suppliers; partner organisations and relevant public bodies.

Person specification

Candidates will be assessed against the following criteria. Evidence may be drawn from qualifications, employment, voluntary activity or other relevant experience.

Area	Essential	Desirable
Qualifications	A relevant accounting qualification, with strong financial management experience in a comparable role.	Full professional accountancy qualification (ACA, ACCA, CIMA, CPA or equivalent).
Relevant experience	At least five years' relevant paid experience, including responsibility for budgets, management accounts, controls and staff or service coordination.	Senior management experience in a multi-programme nonprofit, public or community organisation.

Area	Essential	Desirable
Funded programmes	Good understanding of the financial and compliance requirements attaching to State or grant-funded programmes.	Experience of restricted funds, departmentalised accounts, grant claims and funder audits.
Accounts and audit	Experience preparing management reports, annual accounts working papers and audit files.	Experience of Charities SORP, statutory charity accounts and leading an external audit.
Systems	Strong working knowledge of computerised accounting, banking, payroll systems, with a high level of digital literacy.	Experience improving finance workflows, reporting tools or integrated systems.
Leadership	Demonstrated ability to lead, organise and develop a team; set standards; develop leadership; and manage competing deadlines.	Experience leading finance and administration or wider operational services.
Communication	Ability to explain complex financial and control issues clearly, write concise reports and work constructively with non-finance colleagues.	Experience presenting to Boards, committees, funders or regulators.
Judgement and values	Integrity, self-awareness, fairness, excellent team player with a calm, solution-focused approach; commitment to accountability, learning and CKLP's community-development ethos.	Experience supporting organisational change, process improvement or cross-team collaboration.

Core competencies

- Financial judgement and attention to detail
- Planning, prioritisation and reliable follow-through
- Leadership, coaching and team development
- Clear communication skills
- Collaboration, problem-solving and service orientation
- Interest in and commitment to the ethos of the non-profit sector.
- Able to work independently and under pressure of deadlines.

Terms and conditions

Contract	Fixed Term contract, following successful completion of a six-month probationary period, with a formal review after three months.
Hours	35 hours per week. Flexibility will be required, including occasional attendance outside normal office hours.
Annual leave	24 days per annum, exclusive of public holidays, pro rata where applicable.
Salary scale	€60,679–€76,477. Appointment will be made at an appropriate point on an a scale, commensurate with qualifications and experience and subject to CKLP policy and funding approval.

Other supports	Employee Assistance Programme, death-in-service benefit and support for relevant continuing professional development, in accordance with CKLP arrangements.
Checks	Appointment is subject to satisfactory references, verification of qualifications, right to work in Ireland and any other checks appropriate to the post.

Salary scale

Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7	Point 8
€60,679	€62,747	€64,818	€66,892	€69,012	€71,506	€73,988	€76,477

General provisions

This job description indicates the main responsibilities of the post and is not an exhaustive list. It may be reviewed with the postholder to meet changing organisational needs, without altering the essential character or level of responsibility of the role.

The postholder must comply with CKLP internal and external values and work in a way that advances the organisation's purpose and obligations to service users, staff, funders and the public.

CKLP is an equal opportunities employer and welcomes applications from suitably qualified candidates irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community.