

| **Position:** | **Finance & Operations Manager** |
| --- | --- |
| **Duration:** | Permanent |
| **Reports to:** | CEO |
| **Location:** | Dublin office with Hybrid working |
| **Closing Date:**  | 14th November @5pm |
| **First round interviews** | 19th November |
| **Second round interviews** | 25th November |
| **Start Date:** | 5th January 2026 |

1. **Background**

Dóchas connects, strengthens and represents a network of international development and humanitarian organisations who have a shared vision of a just, sustainable and equal world. Dóchas unites 56 organisations, ranging from small specialist charities to large international NGOs with a worldwide presence. Our members are committed to human rights, justice and the eradication of poverty, and demonstrate this through their work in international development, protection, humanitarian assistance, sustainability, education and inclusion. Dóchas members value collaboration and believe that through working together, we can achieve our collective goals. There is a willingness among members to collaborate more systematically, share capabilities and engage in a network where we can learn and act together. The overarching objective in our [strategic plan](https://www.dochas.ie/assets/Files/Dochas-Strategy-2022-26.pdf) (2022-2026) is to develop a strong and dynamic network that enhances opportunities for connection, coordination and collaboration.

1. **Purpose of the Role**

This is an exciting opportunity to join a small dynamic team and play a key role in supporting Dóchas’ financial and operational activities. Reporting to the CEO, the Finance and Operations Manager will manage the overall operations of Dóchas, including: finance, office management, human resources and governance.

**Finance**

* Oversee all financial management, including budgeting, forecasting, reporting, payroll, expenses, and financial transactions, ensuring accurate record-keeping.
* Deliver regular, accurate, and clear monthly financial reports and analysis to support effective decision-making.
* Prepare and review the annual budget, cash flow forecasts, and long-term financial plans in collaboration with the CEO and team.
* Oversee the preparation and timely submission of financial statements and annual report, ensuring compliance with Irish charity law and financial regulations, including SORP.
* Ensure financial policies and procedures are in place, followed, and aligned with best practices in financial management.
* Liaise with members, institutional funders, and grant-making bodies on fees, grants, and related financial matters.
* Lead the tender processes, where necessary, and ensure service contracts are in place.

**Governance**

* Ensure full compliance with Irish charity law, tax obligations, and all regulatory requirements, including all statutory filings and notifications with the Companies Registration Office, Charities Regulatory Authority, and other relevant bodies.
* Oversee the organisation’s risk register, proactively identifying and mitigating financial and operational risks.
* Support the Board of Trustees and committees in maintaining high standards of governance and financial oversight.
* Coordinate meetings of the General Assembly, Board, and sub-committees (FARC, Governance), ensuring accurate records and timely documentation.
* Maintain statutory and governance records, including minutes, member and director registers, and declarations of interest in line with policy.
* Coordinate the due diligence process for Membership applications, in collaboration with the Head of Membership Engagement.

**Operations**

* Oversee day-to-day operations, including office administration, HR, IT, and logistics, ensure a safe, efficient, and well-functioning workspace.
* Identify areas for operational improvements and implement streamlined processes to ensure greater efficiency and effective office systems.
* Regularly review organisational policies and processes that support daily operations and meet all regulatory requirements, and communicate changes to the team as appropriate.
* Oversee and maintain office facilities, procurement and equipment, including managing the IT service provider.
* Support CEO in annual planning processes, including arrangements for Dóchas team and Board offsite meetings, and away days.
* Manage office stock, equipment, and supplies, maintaining effective control systems for stationery, furniture, and IT assets.

**HR**

* Advise on and implement effective HR policies and practices to optimise staff performance and engagement.
* Support and induct new team members, ensuring understanding of Dóchas policies and procedures.
* Administer payroll, taxes, pensions, and employee benefits, maintaining accurate records of salaries, leave, and working hours.
* Liaise with Revenue and external providers on employment-related matters.
* Support the CEO in recruitment processes, including job design, advertising, selection, and onboarding.
* Prepare employment contracts and review consultancy agreements for compliance with Dóchas policies and budgets.
1. **Requirements**

Experience

* Minimum of three years’ experience in financial and operational management with experience in a senior role, ideally in the not-for-profit or charity sector.
* Experience in not-for-profit financial management, including a strong understanding of SORP and charity law in Ireland.
* Accounting qualification (ACA, ACCA, CIMA or equivalent) with experience in charity finance
* Demonstrated understanding of the governance and operational standards required by non-profits / charities.
* Strong track record in managing budgeting, forecasting, financial reporting, and analysis, with experience working closely with Boards and senior management teams.

**Desirable:**

* Proficiency in accounting software (e.g. Sage) and Salesforce systems.

Skills

* Commitment to the mission, vision and values of Dóchas.
* Excellent interpersonal and communication skills, with the ability to present financial and operational information to non-financial stakeholders.
* Strong team player with excellent listening skills and interpersonal communication skills. Enjoys collaborating and working with others.
* Detail-Oriented: Ensures accuracy in financial reporting and operational management.
* Problem-Solving: Proactive in identifying issues and developing practical solutions to improve financial and operational performance.
* Resilience and Flexibility: Ability to adapt to changing priorities and external challenges, particularly in a small charity with limited resources.

**4. Terms & Conditions**

**Salary Bandwidth:**  €50 - €55k depending on experience

**Nature of contract**: This role is full time, 40 hours per week.

Normal office hours are 09:00 – 17:00 including one paid hour for lunch.

**Holidays**: 25 days annual leave plus Good Friday, and half day Christmas Eve.

**Hybrid Policy**: Core 2-3 days in Dublin office with flexibility for events/key meetings on other days.

**Applications should be submitted by email to anna@dochas.ie including a CV and a cover letter outlining your suitability for the role.**