



## Job Vacancy

**Position:** Head of Administration and Finance

**Reporting to:** Interim Chief Executive Officer

**Team:** 4-6 staff

**Contract:** Full-time and Permanent

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### Background:

BirdWatch Ireland is the largest independent conservation organisation in Ireland. Established in 1968 it currently has over 15,000 members and supporters, with an active nationwide network of over 30 branches. The primary objective of BirdWatch Ireland is the protection of wild birds and their habitats in Ireland. BirdWatch Ireland is the trading name of the Irish Wildbird Conservancy, a company limited by guarantee, and has an annual turnover of over €1.7million. It is also a registered charity and a partner of BirdLife International, a partnership of over 100 bird conservation organisations across the globe.

### The Job:

BirdWatch Ireland is recruiting a Head of Administration and Finance to join its Senior Management team. Reporting directly to the Interim CEO, the Head of Administration and Finance will have direct responsibility for the overall financial management, business analysis and reporting, as well as administration and IT functions of the organisation.

The successful candidate will be a fully qualified accountant with a keen commercial sense and a passionate commitment to BirdWatch Ireland's vision. They will be a hands-on and participative manager who will lead and develop a highly committed and energetic team of 4 to 6 staff to support the following areas: finance, business planning and budgeting, administration and IT, fundraising, membership, branches, public relations, and communications.

You will be a proactive team player who can demonstrate initiative with excellent organisational, team management and communication skills. Ideally you will have substantial experience and awareness of SORPs, charitable finance regulations and key strategic finance reporting.

### Key Responsibilities:

#### Financial Management

- Analyse and present regular and ad hoc financial reports in an accurate and timely manner, clearly communicating monthly and annual financial statements
- Oversee all financial, project, program and grants accounting
- Ensure timely, accurate completion of all government, committee, funder donors and regulatory agency reports
- Oversee accounts payable, accounts receivable, purchasing, donations processing and receipting
- Maintain accurate and complete reporting by establishing effective accounting systems and procedures for all initiatives and regional/remote offices

- Co-ordinate and lead the annual audit process
- Oversee and lead annual budgeting and planning process in conjunction with the Interim CEO and Senior Management Team
- Administer and review all financial plans and budgets, monitor progress and changes, and keep Senior Management Team up-to-date on the organization's financial status
- Manage organizational cash flow and forecasting
- Implement a robust financial management and reporting system, including project management
- Effectively communicate and present all critical financial matters to the Interim CEO and Senior Management Team
- Establish and implement internal controls, finance policies and procedures, administrative and IT systems to ensure that the organization's day-to-day operational activities are efficient and effective, and in-line with approved strategic initiatives and budgetary allocations
- Work with the Fundraising and Membership Officer to evaluate, support and develop revenue streams, including analysing results and trends in support of membership and fund development activities
- Work with the Public Relations, Branches & Development Officer to evaluate, support and develop public relations, communications and the organisation's network of branches

#### **Human Resources, Technology and Administration**

- Develop, update and maintain HR related files and HR Information Systems, including Health & Safety, recruitment processes, staff training, employee policies and guidelines
- Work closely and transparently with all external partners including third-party vendors and consultants
- Oversee administrative functions including facilities to ensure efficient and consistent operations
- Co-ordinate the organisation's IT needs and user support including computer hardware, software, website, intranet/portal
- Ensure the organization's computers are all protected in line with its IT policy
- Organise the logistical support and administration of the organisation's AGM

#### **Key Skills and Qualifications required:**

- Recognized professional accounting qualification such as ACA, ACMA, ACCA, CIMA or CPA
- At least 3 to 5 years' of overall professional experience, ideally five-plus years' of broad financial and operations management experience
- Proven experience of final responsibility for the quality and content of all financial data, reporting and audit co-ordination for either a company, division or significant program area
- Some experience of overseeing a human resources function
- A track record in grants management
- Technologically aware with experience selecting and overseeing software installations and managing relationships with software vendors. A good knowledge of accounting and reporting software such as Great Plains and Sage would be desirable.
- A successful track record in setting priorities - keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Knowledge of legislation affecting charities and charitable status
- Strong experience in the automation and processing of donation/pledges
- Strong project management experience - ability to develop, monitor and evaluate multiple projects with multiple deliverables and deadlines. Ability to plan, organize and lead the implementation of plans and processes
- Excellent written and oral communication, presentation and negotiation skills
- Strong interpersonal skills and the proven ability to provide leadership to a team and to work in functional as well as cross functional team environments

- Interpersonal qualities necessary to generate enthusiasm, integrity and build consensus with direct reports and staff members
- A clear focus on continuous improvement; constantly looking to ensure that work practices are as efficient and effective as possible.
- Written and verbal fluency in English

**How to apply:**

Please submit a current CV, along with a cover letter that addresses how you meet the necessary qualifications and why you want to work for BirdWatch Ireland. Please also indicate your salary expectations.

Applications should be sent by email to [humanresources@birdwatchireland.ie](mailto:humanresources@birdwatchireland.ie) (please put “Head of Administration and Finance Application” in the subject box) or by post to:

Head of Human Resources,  
BirdWatch Ireland,  
Unit 20, Block D,  
Bullford Business Campus,  
Kilcoole,  
Co Wicklow.  
A63 RW83

**Closing date for applications:**

17:00hrs, Wednesday 15<sup>th</sup> February 2017

Interviews are likely to take place within the following 2 weeks, with a view to starting as soon as possible thereafter.

Any further queries regarding this post should be directed to:

Head of Human Resources, [humanresources@birdwatchireland.ie](mailto:humanresources@birdwatchireland.ie).