

Job Description

8 October 2021

**Role: Finance and Operations Manager (Maternity Cover)**

**Contract: 8 months (initially, potential to extend), Full-time, Fixed Term**

**Salary IAF Level 4: €38,000 - €44,000 commensurate with experience.**

Irish Architecture Foundation (IAF) is seeking a dynamic, experienced, and highly motivated Finance and Operations Manager (Maternity Cover) to join our team.

The IAF is a very active and inspirational not for profit arts organisation that delivers events, exhibitions, and festivals to audiences of all ages across Ireland. This is an incredible opportunity to join a small team of dedicated, creative people all supporting each other and sharing a mutual passion for architecture, art, design and its intersection with the public.

We are looking for a person who can engage in the endeavors of the IAF, and who possesses the core fundamental financial competence, to ensure the operations behind the scenes are functioning effectively.

The Finance and Operations Manager (Maternity Cover) will have responsibility for the management of the company's finances, to implement and administer robust financial management processes, to align these financial processes with the program delivery, which will include budgeting and production plans.

The scale and nature of the organisation necessitates an effective multi-tasker who has at least three years relevant experience in a similar or transferable position. The position of Finance and Operations Manager is at the very core of our operations and our implementation plan. Finance and Operations Manager will work closely with the Director.

**Reporting to:** Executive Director

**Line Managing:** Administrative Officer  
Communications Officer

**Key Internal Relationships:** Programming Team  
Development Manager  
Board of Directors

**Key External Relationships:** Public Funders (Arts Council, OPW, Dept. Housing, Local Government & Heritage, Dublin City Council etc.)  
Stakeholders  
Suppliers (Web and Graphic Designers, Subcontractors, Building Maintenance etc.)

## ROLE SPECIFICATION & RESPONSIBILITIES

<p>Financial Management &amp; Governance</p>	<ul style="list-style-type: none"> <li>● Analyse, with the Director, the annual programme’s financial needs including cash flow and devise and implement projections and budgets accordingly.</li> <li>● Devise with the Director the annual Risk Assessment document, and revise risk quarterly.</li> <li>● Financial administration including budgets preparation and management; financial report writing and presentation to the director and board; quarterly management accounts report; coordination of financial draw-downs from supporting agencies.</li> <li>● Manage and oversee accounts system (SURF) and processes (with the Administrative Officer)</li> <li>● Execute Monthly staff payroll (liaising with external Payroll administrator)</li> <li>● Lead in the preparation of year-end accounts and document consolidation with regard to the annual audited accounts, in line with the auditor’s requests.</li> <li>● Attend board meetings, supporting board and committee activities including minute taking, document circulation and scheduling meetings and submission of governance and legal company documentation to the relevant bodies.</li> <li>● Develop and review all company policies alongside the Board of Directors to ensure legal compliance including health and safety, child protection, equal opportunities, Charities Code, Governance etc.</li> <li>● Assist in the development and coordination of funding applications as required by the Director.</li> <li>● Work with the director on the annual Arts Council submission for Strategic Funding.</li> </ul>
<p>Operations</p>	<ul style="list-style-type: none"> <li>● Oversee records management including maintenance of all current office files (digital and hardcopy).</li> <li>● Liaise with funding stakeholders on MOUs, Service Level Agreements and Reports.</li> <li>● Gather data from surveys and evaluations and synthesise data into Reports for board, funders and stakeholders.</li> <li>● Manage appropriate insurances eg Employers &amp; Public Liability</li> <li>● Oversee all contracting for facilitators, freelancers and consultants etc. such temporary/short-term staff as may be required to ensure programme delivery</li> <li>● Facilities Management and Liaison for the Office building</li> <li>● Work across all projects and oversee budgets in the artistic and operational programme, which includes Learning, Placemaking, Curated (national and international initiatives) and Open House Dublin Festival.</li> <li>● Management and coordination of IAF events (launches, lectures, exhibitions</li> </ul>

	openings etc) in person and virtual.
<b>Essential Requirements</b>	<ul style="list-style-type: none"> <li>• A minimum of 3 year's experience in a similar or transferable role</li> <li>• A qualification in accounting, finance, administration or similar</li> <li>• Strong understanding and working knowledge of Surf Accounts or similar accounts software</li> <li>• Significant financial management experience including preparation for annual audit and managing budgets in excess of €400,000</li> <li>• Excellent working knowledge of Google Drive/Workspace, Microsoft Office (particularly Excel and Word) and strong IT literacy</li> <li>• Familiarity with GDPR</li> <li>• Demonstrable strength in problem-solving</li> <li>• Meticulous attention to detail and accuracy, numeracy and analytical skills</li> <li>• Exemplary organisational, communication, time-management, project management, teamwork and planning skills</li> <li>• Demonstrable ability to work under pressure to meet deadlines, with the ability to remain calm, but adaptable.</li> <li>• Flexibility to work outside usual office hours as necessary to support occasional IAF events</li> </ul>
<b>Desirable Requirements</b>	<ul style="list-style-type: none"> <li>• Experience of working with multi-functional teams, complex stakeholders and boards</li> <li>• Knowledge of best practice in financial, legal, HR and governance practices</li> <li>• Experience with funding and grant applications</li> <li>• Experience and understanding of working in a not-for-profit environment</li> <li>• Knowledge of Mailchimp, Survey Monkey, Dropbox etc.</li> <li>• Knowledge of A/V equipment and set up</li> <li>• Knowledge of hosting Zoom webinars and meetings</li> <li>• Knowledge of ticketing and box office systems</li> <li>• A keen interest in the cultural sector.</li> </ul>

**Closing date for applications: Sunday 24th October 2021, by 12pm (midnight).**

**How to apply for this role:**

Please submit applications via email, with 'Finance and Operations Manager Application' in the subject line, to [production@architecturefoundation.ie](mailto:production@architecturefoundation.ie).

Applications should include a CV and a cover letter attached.

Interviews will be held virtually via Zoom.

We are sorry, but only those shortlisted for an interview will be contacted.

Irish Architecture Foundation is an equal opportunities employer.

Please don't hesitate to contact us if you have any accessibility requirements.

Contract: 8 month fixed term maternity cover contract  
Remuneration: €38,000-€44,000 per annum  
Start date: W/C 01st November 2021 or as soon as possible thereafter  
Hours: Usual working office hours 37.5 hours (net) Monday-Friday.  
Flexibility on occasional evenings and weekends as required.

Location: 15 Bachelors Walk, Dublin 1 (some hybrid working permissible)