



Mental Health Reform

Promoting Improved Mental Health Services

Finance & Operations Manager

JOB DESCRIPTION & PERSON SPECIFICATION

Reports to:	Executive Director
Supervises:	Administrative & Information Assistant
Location:	Coleraine House, Coleraine Street, Dublin 7

Mental Health Reform (MHR) is the leading national coalition driving progressive reform of Ireland's mental health system. Mental Health Reform's vision is for an Ireland where everyone can access the support they need in their community to achieve their best possible mental health.

With a small staff team, volunteer board, more than 70 member organisations and more than 10,000 individual supporters, Mental Health Reform is focused on implementing a strategic plan for 2018-2020 to achieve progress towards the organisation's vision.

POSITION SUMMARY

Working closely with the Executive Director, and with the support of the Administrative & Information Assistant, the Finance & Operations Manager will manage the efficient financial accountability and operation of the organisation by planning, organising, and implementing financial, administrative and governance systems and supervising staff in the delivery of administrative duties.

MAIN RESPONSIBILITIES

- 1. Finance** – Overseeing and implementing the finance function of the organisation by:
 - Preparing and reporting against budgets, identifying any issues and corrective actions with budget holders and the Executive Director
 - Processing financial transactions using accounts software and producing monthly management accounts and bank reconciliations
 - Preparing financial analyses and reports to funders
 - Overseeing accounts receivable, accounts payable and petty cash
 - Ensuring tax compliance
 - Overseeing and preparing for the annual audit

2. Office administration and governance – Supporting the effective administration and good governance of the organisation by:

- Monitoring the organisation's fulfilment of the Governance Code, Charities Regulator and Companies Registration Office requirements and leading actions towards compliance
- Supporting the operation of the Board and its sub-committees, including taking minutes
- Organising supply and maintenance of office and ICT equipment and software
- Preparing and filing regulatory, company and funder reports and filings in fulfilment of requirements and deadlines (e.g. CRO, CRA, HSE, and Pobal).
- Developing and maintaining policies and procedures to support good governance

3. Human resources -Supporting the human capacity of the organization by:

- Running recruitment and organising reference-checking, vetting and induction of new employees and volunteers
- Organising staff training

4. Organisation

- To work within the framework of the overall objectives and the policies and practices of MHR
- To contribute to the promotion of equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of work
- To update MHR's contacts database as relevant to the role
- To carry out other administrative duties as required
- To participate in Mental Health Reform's performance management system and engage in supervision sessions on a regular basis with the Director
- To supervise staff, interns or volunteers as required
- To participate in relevant training and development courses as agreed with the Director
- To undertake such other duties as might be reasonably assigned from time to time in consultation with the Director
- To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of the Director or Health & Safety Representative

As this is a new role, Mental Health Reform reserves the right to amend this job description to meet organisational needs.

PERSON SPECIFICATION

Essential qualifications, capabilities and experience:

- Third-level qualification in accounting or business, accounting qualification (ACA\ACCA\CIMA\CPA or similar) or an Accounting Technician with significant relevant experience
- Experience of managing, developing and operating administrative systems within an office environment
- Experience of processing accounts, including preparation and monitoring of budgets and financial analysis
- Intermediate skills in Microsoft Word and Excel, and skills in Powerpoint
- Experience implementing an accounting software package and system
- Excellent written and verbal communication skills
- Fluent speaker and writer of English
- Ability to interact with people involved at all levels of the mental health system in a professional manner
- Meticulously attentive to detail in production of work
- Experience supervising staff to deliver accounting and/or administration services in a small, flexible, fast-paced work environment
- Ability to manage fulfilment of multiple deadlines

Attitude:

- Commitment to the vision, mission and values of Mental Health Reform
- A can-do attitude with a focus on continuous improvement within area of work
- Ability to work with initiative and take responsibility for a functional role within a small team
- Excels within a busy work environment

Desirable experience:

- Experience in the charitable or voluntary sector in a relevant role
- Experience in filing CRO, HSE and Charities Regulator returns

TERMS

This is a full-time, permanent position subject to funding and a six-month probationary period. Flexibility may be available on working hours, subject to negotiation. Salary will be commensurate with experience.

Hours of Work: 37 hours per week (full-time)

Annual Leave: 24 days (full-time)

Employer pension contribution: 5% after completion of probationary period

Mental Health Reform is an equal opportunities employer