



ANA LIFFEY DRUG PROJECT

Vacancy – Head of Finance and Administration

A vacancy has arisen in the Ana Liffey Drug Project for a Head of Finance and Administration. The Ana Liffey Drug Project is a low threshold, harm reduction service which provides front line services to people experiencing addiction in Dublin, the North East, Midlands and Mid-West Regions. The organization also runs the national drugs and alcohol information website www.drugs.ie and the Progression Routes Initiative www.progressionroutes.ie which connects interagency service delivery in Irish drug and alcohol services with national policy.

This role will be focused on leading the busy Finance and Administration department and will also be involved in the overall development of the organisation. This is an exciting opportunity for someone who has financial management experience and wants to be part of a dynamic charity.

The role will be offered on a 1 year Fixed Term Contract basis. A Person Specification and Job Description are given below. If you would like to make a casual enquiry about the position, please call Jessica Hayden on 01 8786899.

Application Process:

- Applications will be accepted by **email only**.
- Applications to include: A comprehensive covering letter stating how you meet the criteria listed in the Person Specification and an up-to-date CV listing all relevant experience.
- Applications to be emailed to: Jessica.hayden@aldp.ie
- Closing Date: Midnight, 15th July 2012 (applications received after this time will not be considered.)
- Interviews: Interviews will be held during the w/c 23rd July 2012

PERSON SPECIFICATION: Head of Finance and Administration

This person specification sets out the various criteria which are essential or desirable for the post and by which we will assess your application. When completing your application form please address all the points set out below.

1. EXPERIENCE

- 1.1 Experience of financial and budget management [Essential]
- 1.2 Experience of managing in a general office environment [Essential]
- 1.3 Experience of working on TAS Books and Micropay systems or similar [Essential]
- 1.4 Experience of writing and submitting tender documents [Desirable]
- 1.5 Experience of working in the NGO sector [Desirable]
- 1.6 Experience of staff supervision and support. [Desirable]

2. QUALIFICATIONS

- 2.1 A relevant third level qualification [Essential].
- 2.2 A recognised management qualification [Desirable]
- 2.3 A full, clean driving license with two years qualification. [Desirable]

3. KNOWLEDGE

- 3.1 Demonstrates expert knowledge across all finance functions including payroll, budgeting, and management accounts.
- 3.2 Demonstrates knowledge of business functions, including IT, human resources and office management.
- 3.3 Demonstrates knowledge of the business challenges of managing a not-for-profit NGO
- 3.4 Demonstrates knowledge of relevant legislation and policies in relation to the management of a charity.
- 3.5 Demonstrates knowledge of quality standards programmes (eg. QuADS)

- 3.6 Demonstrates knowledge of Equal Status and Health and Safety legislation, and the implications of both within the working environment.
- 3.7 Familiar with using web-based information systems.

4. SKILLS AND ABILITIES

- 4.1 Leadership skills with the ability to manage and support staff.
- 4.2 Strong IT skills, including a good command of MS Excel and Word.
- 4.3 Ability to be a 'go-to' person, committed to resolving issues as they arise
- 4.4 Ability to manage the delegation of tasks and respond quickly to any issues as they arise
- 4.5 Strong communication and inter-personal skills across all levels of the organisation.
- 4.6 Ability to act calmly in emergencies and respond in a professional manner to challenging and stressful situations.
- 4.7 Ability to appropriately advocate on behalf of the organisation with external agencies.
- 4.8 Ability to assess the training and development needs of supervised staff and to participate in training delivery.
- 4.9 Ability to actively participate in the recruitment process including the design and delivery of induction programmes.
- 4.10 Ability to establish, develop and utilize external networks, working effectively with relevant stakeholders from the community, voluntary, statutory and private sectors
- 4.11 Ability to facilitate and chair meetings.
- 4.12 Ability to produce clear, concise reports, maintain accurate records and collate statistics.
- 4.13 Ability to work to agreed structures and to ensure that the project's policies and procedures are carried out consistently

5. ATTITUDE

- 5.1 Enthusiastic and committed to working within the organizational values to achieve the vision as set out in the [Strategic Plan 2012-2014](#).
- 5.2 A team player committed to consultative ways of working.
- 5.3 A flexible, "can do" approach to working.
- 5.4 Commitment to participate in supervision and in training and development.
- 5.5 Commitment to working within an environment which promotes Equal Status and has regard for the Health and Safety of others.

6. CONTRACTUAL

- 6.1 To work off site as necessary (within Ana Liffey's guidelines).
- 6.2 To work anti-social hours as required.
- 6.3 To be called out of office hours or to come into the project in the case of a crisis.
- 6.4 To be a named key holder for the project.

ANA LIFFEY DRUG PROJECT

JOB DESCRIPTION: June 2012

POST: Head of Finance and Administration

HOURS: 35 hours a week

CONTRACT: 1 year Fixed Term Contract

SALARY SCALE: €48,157 to €62,307 (Linked with HSE pay scales)

HOLIDAY: 25 days exclusive of bank holidays

TEAM: Administration and Finance

RESPONSIBLE TO: Director

RESPONSIBLE FOR: The post of Head of Finance and Administration is instrumental in ensuring that core business functions are managed effectively, and meet the needs of a developing voluntary sector agency.

ANA LIFFEY DRUG PROJECT

Vision

Our vision is for a society where all people affected by problem substance use are treated with dignity and respect and have access to quality services.

Mission

Our mission is to work with people affected by problem substance use and the organisations that assist them. We do this to reduce harm to individuals and society, and to provide opportunities for development of those individuals and organisations.

Values

<p>The Ana Liffey neither promotes nor denounces substance use but seeks to respond to problems associated with it.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none">• We support people to reduce harm• We respond to peoples needs• We recognise the potential of the people we work with• We provide evidence based responses• We are innovative.	<p>The Ana Liffey believes in rights and responsibilities.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none">• We believe in supporting people to know their rights• We believe in encouraging people to take responsibility• We treat all people who come into contact with Ana Liffey with dignity and respect.
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<p>The Ana Liffey is pragmatic.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none">• We turn words into actions• What matters is what we do• We identify, take and manage risks• We are solution focused• We deliver on our commitments.	<p>The Ana Liffey aims to make a positive contribution to society.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none">• We actively engage in the promotion of a partnership approach• We are open and accountable• We are a quality led organisation and a leader in good professional practice• We have a local, national and international perspective.
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JOB SUMMARY

Reporting to the Director, your main focus of responsibility is to ensure core business functions (Finance, Administration and IT) are managed effectively, and meet the needs of a developing voluntary sector agency. You will also take a lead on specific projects which are related to services, but which are not direct service provision.

DUTIES AND RESPONSIBILITIES

MANAGEMENT:

- Manage the performance of the staff of the administration department through day-to-day management and regular supervision.
- To provide support and supervision to the staff of the administration department
- To assist in developing and delivering relevant and in-depth induction programmes for each new member of staff.

FINANCE:

Take the lead on:

- Provision and interpretation of financial management reports
- Overseeing of monthly payroll and payments
- Overseeing annual PAYE return, P60's, P35 etc, and submission to the Revenue Commissioners by due date
- Overseeing of petty cash procedures
- Ensuring proper financial records are kept
- Assessing the financial implications of new or existing ventures
- Conducting reviews and evaluations for cost-reduction opportunities
- Researching and reporting on factors influencing business performance
- Managing the implementation of new financial structures
- Managing all financial reporting requirements for funding purposes

To assist the Director in the following:

- Strategic planning, and formulation of long-term business plans

- Identifying suitable financial structures for the organisations
- Monitoring and managing the organisational budget
- Preparing accounts and reconciling balance sheets
- Managing relationships with the organisation's funders
- Establishing new developments.

Directly responsible for:

- Ensuring the organisation's income is managed properly
- Managing Banking Relationships to ensure good service levels and optimal use of electronic banking services.
- Selecting and managing all suppliers for the organisation and set up payments processes to minimise administration
- Developing a fundraising strategy for the organisation which embraces a digital first approach to fundraising and increases awareness of key issues
- Preparing and issue all funder financial reports and attend meetings as necessary
- Preparing all funding and tender submissions
- Ensuring adequate levels of Internal Controls for all financial processes
- Conducting Due Diligence as required on potential acquisitions or mergers
- Preparing for and overseeing annual audit process
- Overseeing the recruitment of new staff and make offers to successful candidates
- Managing all contracts for all staff and other service providers
- Adopting a comprehensive yearly compensation planning process
- Managing all insurance needs on behalf of the organisation
- Overseeing the relationship with IT/Phone/Internet providers and manage escalated issues and developments
- Ensuring that smooth development of new systems (CMS) and ongoing management and review of systems in operation
- Selecting and ordering of new equipment
- Setting up new systems and processes for new projects
- Developing and managing strategic projects (eg. Developing resourcing and communications strategy)
- Ad hoc projects research and recommendations
- Reviewing/improving existing processes

GENERAL RESPONSIBILITIES

- Continuously develop the role in conjunction with the Director
- Ensure that all services are being run in an effective and appropriate manner which meets the aims and objectives of the Ana Liffey.
- Participate in internal/external meetings as required, and attend training events, conferences and other functions as delegated by the Director.
- Participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.

- Ensure that all Ana Liffey policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of Practice and Confidentiality.
- Contribute to the effective implementation of the Ana Liffey's Equal Status Policy as it affects both the Ana Liffey and its work with service users.
- At all times undertake your role in a professional manner maintaining a high quality standard of work, and to always work in accordance with the aims, values and ethos of the Ana Liffey.
- To be willing to be telephoned off duty or called in to the project in times of crisis.
- Write reports on aspects of the projects work where necessary or as directed by the Director.
- Undertake any other duties that may be required which are commensurate with the role as directed by the Director.