



**Role: Finance Manager**

**Location: UCD Belfield Campus, Dublin 4**



**Role and Person Specification**

## About UCD Foundation

UCD Foundation is the philanthropic arm of University College Dublin, dedicated to supporting the university's mission of excellence in education, research, and innovation.

UCD Foundation operates across four key pillars: Development, Alumni Engagement, Advancement and Corporate Services. Together, these pillars drive strategic fundraising, build meaningful relationships with alumni and donors, and deliver impactful programmes that benefit the UCD community. UCD Foundation plays a central role in enabling transformational initiatives through philanthropic support and long-term engagement.

## Role Purpose

The Finance Manager is responsible for delivering high-quality financial management, reporting and control across the organisation. This includes direct involvement in the day-to-day finance operations, payroll for approximately 50 employees, fundraising income tracking and supporting the Finance Director with budgeting compliance and audit preparation.

This is a hands-on role suited to someone who thrives in a small, collaborative finance team. The role will also provide the Finance Manager with exposure to individuals at all levels across the organisation. The role operates on a hybrid basis: a minimum of three days per week in the office, with the option to work from home two days per week.

The Finance Department includes four team members: the Director of Corporate Services (Finance Director), the Finance Manager, a Finance Accountant (part-time) and a Finance Assistant. The Finance Accountant and Finance Assistant report directly to the Finance Manager, who reports to the Finance Director. As a central figure in the team, the Finance Manager ensures the accuracy, integrity, and timeliness of all financial operations.

## Role Specification

The successful candidate will bring existing skills to the role and have the opportunity to develop new ones in a dynamic environment with strong potential for professional growth and development.

### **Key areas of responsibility and accountability:**

#### **Financial Operations & Reporting**

- Prepare monthly management accounts for UCD Foundation, Friends of UCD & UCD Development & Relations (DARO) office, all of which are incorporated into the DARO office.
- Preparation, analysis and commentary of monthly income and expenditure reports for each department.
- Maintain accurate general ledger records and ensure timely month-end and year-end close.
- Perform monthly bank reconciliations.
- Support the annual budgeting and forecasting process in collaboration with the Finance Director.
- Prepare statutory financial statements in line with Charities SORP (FRS 102).
- Coordinate the annual audit and act as the primary point of contact for external auditors.

### **Income Management & Fundraising Receipts**

- Oversee the recording, receipting and reconciliation of fundraising income across all channels ensuring all donations are processed, recorded and acknowledged accurately and in a timely manner.
- Review reconciliation of gift receipts per finance systems to donor database records.
- Oversee and approve fund summaries for bespoke donor reports - reporting on restricted donations.
- Work closely with the Fundraising team to ensure timely reporting and stewardship.

### **Purchases and Payments**

- Responsible for the review and processing of purchase invoices/expenses and the generation and posting of monthly EFT/BACS payment runs.
- Recording and tracking grant applications and payments.
- Working with internal stakeholders to ensure timely and appropriate transfer of funds to relevant UCD cost centres.

### **Payroll**

- Manage payroll for approximately 50 employees.
- Ensure payroll accuracy and compliance with Revenue including PAYE, PRSI, USC, pensions and statutory leave.
- Maintain employee payroll records and support HR with payroll-related queries.

### **Team Leadership & Oversight**

- Directly manage and support the Finance Accountant and Finance Assistant to ensure accuracy and alignment with deadlines.
- Provide cover for the day-to-day financial administration including post & bank lodgements.
- Support a culture of continuous improvement within the Finance team.

### **Compliance & Controls**

- Ensure adherence to financial policies, procedures and internal controls.
- Identifying and implementing financial and organisational process improvements including drafting of new policies.
- Support governance reporting including board packs, committee papers and regulatory submissions.
- Maintain compliance with Charities Regulator requirements and relevant Irish legislation.
- Ensure compliance with UK legislation and Charity Commission.

## Person Specification & Qualifications

### **Qualifications & Experience:**

- Qualified accountant (ACA, ACCA) or equivalent with relevant previous experience working in an accounts department (delivering monthly management accounts, covering accounts receivable and accounts payable).
- Strong technical accounting skills with experience preparing management and statutory accounts.
- Experience managing payroll processes.
- Experience managing team members is an advantage.
- Experience in the not-for-profit or charity sector is desirable but not essential.

### **Skills & Competencies:**

- Possess the highest degree of integrity and confidentiality at all times.
- Commitment to the organisation's mission and values.
- Ability to work independently and collaboratively in a small team.
- Must be flexible and capable of taking on new tasks.
- Strong communication skills with the ability to explain financial information clearly.
- High degree of accuracy and attention to detail.
- Strong organisational skills with the ability to prioritise work and meet deadlines whilst maintaining a high standard of work.
- Strong IT skills including advanced MS Excel; experience with Raisers Edge, Salesforce or similar databases desirable.
- Experience with Microsoft Dynamics Navision desirable but not essential.
- Up-to-date knowledge of SORP FRS 102.

## What You Can Expect from Us

UCD Foundation is delighted to be recruiting for this role within our dynamic and supportive team. In return for your enthusiasm and willingness to learn, we offer a collaborative and positive work environment where every team member's contribution is valued and recognised.

You will have the opportunity to grow professionally, gaining hands-on experience in finance and not-for-profit operations, while developing transferable skills that are highly sought after across sectors. We are committed to supporting your development and helping you build a rewarding career.

Our team is based on the UCD Belfield campus and we operate a hybrid working model, minimum three days on-site and up to two days working from home. During the probation period, additional on-site days may be required to support onboarding and training.

## Salary and Benefits

- Competitive salary (€55,000 to €65,000 dependent on experience).
- Defined contribution pension scheme (10% employer contribution, 1.5% employee contribution).
- 21 days annual leave, plus additional days (e.g. Good Friday, Christmas closure).
- Time in lieu opportunities for specific volunteering activities.
- Generous paid sick leave entitlement.
- Cycle-to-Work Scheme.
- Reduced employee rates at UCD Sports & Fitness.
- Hybrid working model (minimum three days on-site and up to two days working from home).
- Up to two weeks remote working annually.
- Option to take up to two weeks unpaid leave during summer.
- Employee Assistance Programme.

## Application Process

### How to Apply

To apply, please send a cover letter outlining your suitability for the role, along with a full Curriculum Vitae, to [caroline.doran@ucdfoundation.ie](mailto:caroline.doran@ucdfoundation.ie). Please ensure that you specify **Application: Finance Manager** in the subject line of your email.

### First Round Interview

Shortlisted candidates will be invited to an in-person, competency-based interview focused on relevant skills and experience.

### Second Round Interview

Selected candidates will attend a second in-person interview, which will include a task or a short presentation to the interview panel. Details will be provided in advance to allow for preparation.

### Reference Checking

The preferred candidate will be asked to provide two references, ideally from their most recent employers.

## Additional information:

- This role is offered on a three-year fixed-term contract, with a six-month probationary period.
- The successful candidate must be available to work on site at least three days per week.