Job Title:	**Head of Finance**
Location:	Tessa House, Gleann na hEorna, Tallaght, Dublin 24. D24 DTN1
Responsible/Reporting to:	CEO
Job Purpose:	Working as part of the Leadership Team responsible for the Finance function within Saint John of God Housing Association
Salary Scale:	Commensurate with experience – contact for more details
Job Information:	This post is a part-time post. 28 hours per week - Hybrid Working

St John of God Housing Association (SJOGHA) is a not-for-profit, top tier Approved Housing Body (AHB). The mission of SJOGHA is to provide suitable, secure, affordable and quality rented accommodation for tenants with specific needs in accordance with their choices, hopes and aspirations. SJOGHA is a young, dynamic and growing company with associated roots steeped in a strong history of commitment to support the vulnerable in society. We promote and encourage a strong sense of staff participation and are looking to expand our team to achieve our response to the crisis in housing.

Job Description

Head of Finance at SJOGHA will be responsible for the management of the finance function including leading on financial management, performance and planning. They will also assist the CEO in delivering new business with appropriate financial and risk analysis. Reporting to the CEO, the Head of Finance will form part of SJOGHA's Leadership Team. They will be responsible for keeping the Board and Leadership Team up to date on all financial related matters

Key Responsibilities

1. Financial Planning & Regulation

- Leading on the performance of the Financial Management function for the organisation
- Effect Management of the day-to-day finance function of the organisation ensuring strong effective internal controls are in place to safeguard the assets of the organisation
- Manage working capital and cash flow
- Ensure all relevant corporate service IT systems are being used to their full capacity including the rents and financial system, and they accurately reflect the performance and financial position of the organisation
- Effect management of the financial performance of the organisation and reporting performance under agreed KPIs to the CEO and Board, highlighting areas for improvement
- Ensure compliance with all regulatory requirements including AHBRA and CRO returns, Government Department returns, VAT and liabilities returns, RCT, payroll statutory and non-statutory detections.
- Review of monthly accounts and quarterly management accounts, including cash flow projections for the Finance Committee and Board
- Report on any budget variances to the Finance Committee
- Prepare annual Long Term Financial Plan & risk scenario planning
- Preparation of annual budgets

- Lead on and oversee the Annual External Audit
- Develop financial models that will monitor and track revenue streams such as rental income, CALF funding, P&A agreements and private funding against expenditure of loan repayments and maintenance costs for potential new developments.
- Financial analysis and risk analysis for new developments
- Manage the preparation and submission of all SLAs, grant applications tenders and Regulatory returns, attending relevant meetings as required.
- Develop professional relationships with key partners to assist SJOGHAs growth programme, DRHE, Housing Agency etc;
- Taking part in relevant key sectorial meetings raising SJOGHAs profile
- Preparation for internal audits and developing and delivering improvement plans
- Supervision of the Payroll function

2. Organisational & Managerial

- Contribute to the business planning and strategic planning process
- Actively contribute at Leadership Team level in developing and delivering organisational strategy and assisting SJOGHA deliver on the aims and objectives of the organisation
- Act as GDPR lead for the organisation
- Act as insurance lead for the organisation
- Oversee the resourcing, recruitment and people management within the Finance section
- Performance management and leading on improvement planning in areas of responsibility, ensuring delivery of targets for all operational activity
- Leading on the drafting of policies and procedures and ensuring staff have been trained on the Board approved policies and procedures
- Ensuring compliance with legal requirements, including staying informed on all relevant legislation and drafting policy and procedures which enables compliance with new legislation and policy
- Reports as required to the Board and its Committees and facilitating the Finance Committee
- Responsible for Risk Management in areas of responsibility
- Ensuring value for money in the organisation

3. Personal Specification

Key requirements for the position of Head of Finance are:

Technical Skills / Knowledge	Essential	Desirable
5 years plus post qualification relevant experience	**Y**	
Experience of working at both a strategic and operational level within an organisation	**Y**	
Experience of funding applications, financial analysis and long-term financial planning	**Y**	
Demonstrable knowledge of relevant financial and other IT systems	**Y**	
Strong awareness of the regulatory environment in which SJOGHA operates and issues facing the Housing sector		**Y**
Proven experience of developing policy and procedures	**Y**	
Experience of working within the AHB Sector		**Y**

Professional Requirements		
Qualified Accountant with 5+ years experience	**Y**	
People and Stakeholders Skills / Knowledge		
Demonstrable experience of building and managing relationships with a diverse stakeholder	**Y**	
A successful track record in building and nurturing key relationships and partnerships with a wide range of diverse stakeholder and collaborators	**Y**	
People Management experience – leading, motivating and developing staff	**Y**	
Excellent communication skills	**Y**	
Operational Skills / Knowledge		
Demonstrable knowledge of issues facing organisations working within the Charities/AHB sector		**Y**
Ability to work to tight deadlines	**Y**	
Excellent planning and organisational skills	**Y**	
Attention to detail	**Y**	
Experience of managing financial compliance requirements within contracts, mortgages, service level agreements etc	**Y**	
Proven experience of report writing and presenting complex report to outside audiences	**Y**	

Working with SJOGHA

The salary will be commensurate with the experience of the individual appointed.

SJOGHA offers:

- Flexible working hours/days
- Company Pension Scheme with current contributions rates of 5% employer contribution and 5% employee contribution
- Training and development
- Paid expenses
- Death in Service Benefit
- Excellent working culture

Recruitment Process

Please send a cover letter and a detailed CV, referencing SJOGHA: Head of Finance outlining your experience skills and suitability for the position for the attention of SJOGHA CEO, Michelle Thunder at michelle.thunder@sjog.ie.

For queries relating to the role please contact in confidence Niall O'Shea, niall.oshea@sjog.ie giving your phone number and he will arrange for a good time to call you. *Closing date for receipt of applications is* ***5pm, Monday 7th December, 2026.***

SJOGHA is an Equal Opportunities Employer