

CANDIDATE INFORMATION PACK

Finance Manager

The Care Trust

September 2026

**When barriers are removed, potential can thrive**

For over 50 years, The Care Trust has been unlocking potential and driving meaningful change across Ireland. By connecting generous supporters with high-impact opportunities, we raise vital funds that enable our Charity Partners to deliver life-changing services, promoting health, independence and inclusion for thousands of people nationwide.

Working alongside our Charity Partners CRC and Rehab Group, we ensure that funding reaches where it is needed most, strengthening services, enabling innovation and reducing barriers to opportunity.

Because of our Supporters, funding is available when it matters to our Charity Partners. Services are strengthened. Facilities improved. Innovation progressed. Barriers are reduced.

Our Charity Partners:

CRC provides disability services for children and adults, as well as highly specialist national services. CRC helps individuals reach their full potential through therapy, medical care, and support.

Rehab Group provides services to more than 12,800 people every year. Working with children and adults with disabilities and their families, and people who need support to live more meaningful lives of their choosing.

The Opportunity

This is an important time for The Care Trust as we continue to strengthen our financial management, governance and organisational sustainability in support of our mission. The Finance Manager will play a central role in ensuring that our financial systems, reporting and controls are robust, transparent and aligned with best practice.

Working closely with the Director of Strategic Finance and Value, senior colleagues and our Shareholders, the Finance Manager will provide accurate financial information and practical insight to support effective decision-making.

This is a role for someone who combines strong technical financial expertise with sound judgement, attention to detail and a commitment to purpose. The successful candidate will be comfortable working across operational and strategic priorities, improving processes, supporting colleagues and contributing to a culture of accountability, transparency and continuous improvement.

If you are motivated by using your financial skills to support meaningful impact, strong governance and long-term sustainability, we would like to hear from you.

JOB DESCRIPTION

JOB TITLE: Finance Manager

REPORTS TO: Director of Strategic Finance and Value

LOCATION: Blackrock Co. Dublin (hybrid working available)

JOB SPECIFIC: Full Time – 37.5 hours per week (Monday to Friday)

Overall Purpose of Job

The Finance Manager is responsible for ensuring the effective financial management, reporting and control of The Care Trust resources in support of our mission, governance obligations and long-term sustainability. Working closely with the Director of Strategic Finance and Value, the role will provide accurate, timely and insightful financial information to support planning, decision-making, accountability and organisational performance.

The role will oversee day-to-day finance and administration operations, budgeting, forecasting, management and financial reporting, compliance, internal controls and financial processes. The Finance Manager will contribute to strong governance and financial stewardship by supporting day to day operations, value for money, system implementations, process improvement and collaboration across the organisation, with our Shareholders and other key stakeholders.

Reporting to

This role will report directly to the Director of Strategic Finance and Value and will line manage the finance and administration team. The Finance Manager will also work closely with colleagues across the organisation, auditors, our Shareholders and external advisers as required.

Key Areas of Accountability

Financial and Administration Operations

- Manage day-to-day finance operations, including income, accounts payable, bank reconciliations, payroll, and month-end procedures.
- Manage the day-to-day administration support.
- Apply and monitor financial controls across operational finance processes, ensuring procedures are followed consistently and records are complete, accurate and properly reconciled.
- Ensure financial queries and operational issues are addressed promptly; escalating material matters appropriately.
- Support adherence to our procurement policy across the organisation to ensure value for money for services and goods.
- Manage the day-to-day administration and upkeep of our facilities.

Financial Reporting and Management Information

- Manage monthly financial reporting processes, including management accounts, regulatory reports, management information and KPIs, ensuring accuracy, efficiency, consistency and compliance.

- Prepare timely and accurate, financial reports, variance analysis and commentary for the Director of Strategic Finance and Value and senior colleagues as required.
- Provide clear financial, risk and performance information to support effective planning, decision-making and accountability across the organisation.
- Support the preparation of annual statutory accounts, audit files and financial information required for external audit, ensuring appropriate records and supporting documentation are maintained.

Budgeting, Forecasting and Monitoring

- Monitor income, expenditure, cash flow and financial performance against budget, highlighting key variances, risks, emerging trends and opportunities for corrective action.
- Support the annual budgeting process, working with each department to develop budgets aligned with organisational priorities.
- Support and manage operational processes that contribute to financial planning, resource allocation and organisational strategy.
- Prepare and update longer term financial plans, projections and scenario analysis to support strategic and operational planning.
- Identify opportunities to improve budgeting, forecasting and budget monitoring processes.

Governance, Audit and Compliance

- Maintain accurate financial records, support legal and regulatory filings, and monitor internal controls and compliance with statutory and regulatory requirements.
- Liaise with external and internal auditors, and other professional advisers as required, coordinating responses to audit and compliance queries.

Systems, Data and Continuous Improvement

Support the development and effective use of finance systems, processes, policies and procedures to increase efficiency, strengthen controls, improve financial management and reporting.

Team Management and Development

- Provide support, supervision and performance management to the finance and administration team, ensuring effective day-to-day delivery of finance and administration operations.
- Support effective workload planning, prioritisation, communication and continuous improvement within the team.
- Support a forward-looking team culture focused on continuous learning, improvement and impact.

Collaboration and Stakeholder Support

- Work closely with colleagues across the organisation to provide financial information, guidance and support.
- Build effective working relationships with Charity Partners, Shareholders, suppliers, advisers and other stakeholders.
- Contribute to a collaborative, accountable and improvement-focused culture across the organisation.

Other

- Carry out any other reasonable duties consistent with the role.
- Act at all times in the best interests of the organisation and in accordance with its mission, vision and values.

PERSON SPECIFICATION

Experience and Qualifications

- Professional accounting qualification, or Degree level qualification in Accounting and Finance actively progressing towards accounting qualification, such as ACA, ACCA, CIMA or equivalent.
- Minimum of 5 years' relevant finance experience, including management accounts, budgeting, forecasting, reconciliations and financial reporting.
- Experience of preparing financial reports, analysis and commentary for senior management, Boards or committees.
- Experience of supporting audit, statutory accounts preparation, compliance reporting and internal control processes.
- Team management and development experience.
- Experience in charity, not-for-profit, or public service is desirable.
- Experience in SAGE payroll is desirable.
- Experience in Iplacit accounting software is desirable.
- Experience of implementing finance systems, improving processes and working with non-finance colleagues is desirable.

Knowledge and Skills

- Strong technical and analytical skills.
- Sound understanding of financial controls, reconciliations, audit requirements and compliance obligations.
- Ability to analyse financial information, interpret trends and provide clear, practical insight to support decision-making.
- Excellent attention to detail, accuracy and judgement, with the ability to identify issues and resolve problems effectively.
- Strong organisational and planning skills, with the ability to manage competing priorities, deadlines and reporting cycles.
- Strong team management skills, with the ability to motivate, support and develop colleagues.
- Excellent communication and interpersonal skills, with the ability to explain financial information clearly to non-finance colleagues and stakeholders.
- High level of integrity, confidentiality, professionalism and accountability.
- Proficiency in Microsoft Office, particularly Excel, and experience using finance systems and reporting tools.
- Commitment to continuous improvement, good governance, value for money and responsible financial stewardship.

Role Related Competencies

- Integrity and Ethical Mindset
- Resilience and Adaptability
- Collaborative and Team Oriented
- Proactive and Self Motivated
- Financial Acumen and Technical Accuracy
- Analytical Thinking and Problem Solving
- Planning, Organisation and Delivery
- Clear Communication and Stakeholder Support

- Continuous Improvement Mindset
- Commitment to the Mission, Vision and Values of The Care Trust

Our approach to Diversity, Equity and Inclusion

We believe that meaningful change begins with connection, respect and the removal of barriers. Our commitment to diversity, equity and inclusion is central to how we work with colleagues, Charity Partners, Shareholders, supporters and the communities ultimately served by our work. We are committed to creating a culture where difference is valued, barriers are challenged, and everyone is supported to contribute their skills, experience and perspectives to our shared mission.

Guided by our values of Collaboration, Accountability, Respect and Excellence, we seek to ensure that our financial management, governance and decision-making are transparent, responsible and inclusive. For the Finance Manager role, this means bringing fairness, integrity and good judgement to financial processes, supporting colleagues to access and understand financial information, and contributing to a culture where accountability and inclusion go hand in hand.

Contract and Terms

- Contract Type: Full Time Permanent
- Salary: €50,000 to €60,000 depending on qualifications and experience.
- Hours: 37.5 hours per week, Monday to Friday
- Location: Blackrock, Co. Dublin (hybrid working available)
- 25 Annual leave days per annum
- 2 privilege days, Good Friday and Christmas Eve
- Access to Health Insurance Group Scheme with VHI
- Employee Assistance Programme
- Death in Service benefit
- Training and development opportunities
- Tax saver commuter ticket scheme
- Bike to work scheme
- Pension – 5% Employer Contribution

How to apply: Please provide your CV and Cover Letter outlining your suitability for the role to: susan.selfridge@give.ie

Closing Date: Monday 5 October 2026 at 12noon.

First Round Interviews will take place week commencing 19 October 2026.

We are committed to being an inclusive and diverse organisation. We welcome applications from all sectors of the community. We do not discriminate based on race, ethnicity, class, religion, sex, sexual orientation, gender identity, age, disability, membership of the Roma or Travelling community and other legally protected statuses.

We warmly welcome applications from a diverse range of backgrounds and experiences. We are committed to taking reasonable steps to make our recruitment process as accessible as possible and are flexible in how we

receive information. If you would like to apply via a different format let us know how we can support you to be the best you can be.