

Job Title	Finance and Operations Manager
Reporting to	CEO
Responsible to	CEO of Connect Laois and the voluntary Board of Directors
Direct Reports	Finance officers; Admin support team; LSTEP Manager
About us	Connect Laois is the local development company for County Laois. We run a number of state and EU funded programmes that aim to promote social inclusion, community and rural development and increase employment and enterprise. We provide a range of supports and services that aim to make Laois a better place to live, where people can prosper and achieve their full potential. At present the company runs a number of funded programmes such as SICAP and LEADER, via the Department of Rural and Community Development and the Gaeltacht; a CE scheme for community childcare services in Laois and a TUS work scheme for County Laois, via the Department of Social Protection as well as a Social Prescribing service funded via the HSE. We also run a childcare service, and a community services programme for elderly people, with funding via POBAL. Other programmes available within the service include new arrivals support; rural development programmes such as Rural Walks Scheme and Rural Social Scheme. A key function of the organisation is to identify gaps in services and supports, particularly to those most disadvantaged, with a view to obtaining suitable funding streams to develop evidence-based programmes of support.
Purpose of the post	Reporting to the CEO, the core responsibility of the Finance and Operations Manager is to manage and oversee the organisation's finance function, and ensure that support services, such as admin and reception, run smoothly and efficiently. The finance and operations manager will ensure that the company's internal controls, financial policies and processes, financial management and statutory reports are in compliance with funders' requirements, best practice and statutory and regulatory guidelines. The finance and operations manager will also support the efficient day-to-day running of the admin and support services. At present the Finance and Operations Manager also provides support and oversight to our CSP funded LSTEP Programme. The finance and operations manager is responsible for providing supervision and support for finance/admin staff in relation to the work and their ongoing professional development and also works as part of the wider senior

	management team to contribute to the ongoing development of the organisation.
Duties and Responsibilities	Financial Governance and Compliance • Develop, implement and continuously improve financial policies, procedures, internal controls and financial systems to ensure compliance with statutory, regulatory and governance requirements and support the financial sustainability of the organisation. • Ensure compliance with applicable accounting standards, financial reporting requirements and relevant legislation. • Strengthen and monitor the effectiveness of internal control frameworks, risk management processes and financial compliance systems. Financial Reporting and Audit • Prepare and present timely and accurate management accounts, financial reports and analyses for the CEO, Finance and Audit Subcommittee, Board of Directors, funders and other stakeholders as required. • Lead the preparation of annual statutory financial statements in accordance with applicable accounting standards and statutory requirements and coordinate the annual external audit process. • Act as the primary liaison with external auditors and ensure all audit requirements are completed effectively and within agreed timelines. • Lead the annual budgeting process and prepare quarterly financial performance reports, variance analyses and other financial reports as required by the CEO, Board Committees and Board of Directors. Funding and Grant Management • Maintain oversight of organisational banking arrangements and financial authorisation structures, ensuring appropriate controls over bank accounts, signatories, payment processes and corporate credit facilities. • Manage the financial administration, reporting and compliance requirements associated with funding received from government bodies, grant providers and other funding organisations. • Ensure compliance with funding agreements and provide timely financial reports and submissions to funders. Leadership • Lead, manage and develop the finance team, ensuring clear objectives and high performance. • Provide leadership, direction and support to operational staff, fostering a culture of accountability, continuous improvement and service excellence. • As a member of the Senior Management Team, contribute to the strategic leadership and development of the organisation, helping to

	shape organisational culture, drive continuous improvement, support cross-functional collaboration and ensure the achievement of strategic objectives and long-term sustainability. General Duties • To comply with company policies and procedures. • To work in a manner which positively promotes the aims, objectives, and values of the organisation. • To actively participate in regular support meetings with the CEO and engage in continued professional development opportunities. • Undertake any duties consistent with the post as may be reasonably requested by the CEO and/or the Board. Please be advised that this is not an exhaustive list of duties for the role and changes may occur.	
Eligibility Criteria	Essential	Desirable
Qualifications	• Accounting qualification with strong experience in a similar role	• Qualified accountant (ACCA/ACA)
Experience	• At least five years' paid experience in a relevant role • Knowledge and experience of computerised accounting packages, such as Brightbooks • Preparation of annual accounts • Extensive knowledge and experience with computerised banking and payroll systems • A high level of ICT literacy including a proven ability to apply technology in the workplace • Good understanding of the financial requirements of State funders.	• Experience of departmentalised accounts • Experience of SORP accounting for charities • Experience of working as part of a Senior Management Team • Strong experience of developing and implementing monitoring and evaluating processes.
Skills and competencies	➤ Excellent communication skills ➤ Strong monitoring and evaluation skills ➤ Strong solution focused skills ➤ Good planning and organisational skills ➤ Ability to manage and lead a team ➤ Ability to manage varied and busy workload effectively ➤ Displays the ability to respond constructively to feedback, listens carefully and presents themselves professionally	➤ Experience of interacting with major external stakeholders i.e. with State Funders and Regulators ➤ Experience of presenting reports to internal and external stakeholders ➤ Project Management experience.

	➤ Good working knowledge of accounting systems.	
Other requirements	➤ Good team player ➤ Self-awareness and willingness to learn ➤ Ability to use initiative ➤ Positive attitude with a focus on continuous improvement ➤ Interest in and commitment to the ethos of the non-profit sector.	
Terms and Conditions	Contract: Permanent contract, following successful 6-month probation, with formal 3-month review Hours: 35 hrs/week Annual Leave: 24 days per annum Salary: €60, 679 - €76,477, commensurate with experience Other: Employee Assistance Programme; Death in service payment; support for CPD opportunities Satisfactory references, will be sought prior to the successful candidate taking up the post.	
How To apply	To apply, please send a letter of application, outlining why you believe you are suitable for this role, together with your Curriculum Vitae. Please submit this, via email, marked FManager to recruitment@connectlaois.ie Closing date for receipt of applications is Friday, 4th September 2026. No late applications will be accepted. Informal enquiries should be directed to recruitment@connectlaois.ie Canvassing will disqualify.	

Connect Laois is an equal opportunity employer and does not discriminate against individuals on the basis of gender, age, race, colour, nationality, ethnic or national origin, religion, marital status, family status, sexual orientation, disability or membership of the travelling community.