



Galway City Partnership

Chief Financial & Compliance Officer (CFCO)

Job Summary

The CFCO will form part of the GCP Senior Management Team alongside the CEO. This is an exciting opportunity to be part of an organisation supporting communities with community development, social inclusion, employment, education and health & wellbeing initiatives.

The Chief Financial and Compliance Officer (CFCO) is responsible for overseeing the financial strategy, planning, and compliance functions of the organisation. This leadership role ensures financial sustainability, regulatory adherence, risk management, and operational efficiency in financial matters. The CFCO works closely with the CEO, Board of Directors, Operational and Audit Committee and key stakeholders to maintain fiscal responsibility and transparency.

This CFCO will manage an annual budget in excess of €3.3 million (envisaged to grow year on year in line with our growing organisation), including overall responsibility for financial reporting, budget preparation, resource management, procurement, compliance, and financial governance duties.

The CFCO will lead an initial review and enhancement of Galway City Partnership's financial policies and procedures, with a particular focus on integrating recent changes including the transition to Xero accounting software and overseeing the implementation of a new Purchase Order system.

The CFCO will play a key role in shaping and modernising GCP's financial operations, offering a unique opportunity to influence systems and processes at a strategic level whilst ensuring that financial structures, systems, processes, and reporting, meets the requirements across a range of services, funders, & stakeholders.

The CFCO position is based in Galway City but after 6 months service has the option to work remotely up to 2 days per week. The salary is aligned with our Managers Salary Scale. This position is subject to a 6-month Probationary Period.

Key Responsibilities

Strategic

- Lead the successful design and implementation of GCP's financial priorities in line our strategic plan and future strategic growth opportunities.
- Strategically optimise the financial management of the company income, balancing programme deliverables, funders reporting requirements, judicious cashflow/reserve management.
- Ensure GCP's financial systems are fully compliant with industry standards and funder reporting requirements.
- Continuously develop and update GCP's financial policies and procedures ensuring that these are compliant with legislative and regulatory requirements, best practice and funders requirements.
- Lead GCP's finance/administration team and ensure the effective and efficient deployment of staffing resources.
- Liaise with GCP key stakeholders including auditors, financial institutions, funding authorities (including programme auditors), Revenue etc.
- In conjunction with the CEO, the CFCO will present all necessary financial reports and strategies to ensure compliance with funding authorities and the Charities Regulator to maximise compliance and minimise risk.

Operational

- Management of all company bank accounts.
- Oversee payroll, expenses, and financial transactions, ensuring accurate record keeping, with overall responsibility for providing payroll information to staff and/or Revenue.
- Prepare financial returns with the Finance/Admin team.
- Prepare and present monthly financial reports to the GCP Board of Directors and regular

reports to the Operational and Audit Committee as required.

- Oversight of GCP's insurance cover, pension, and other relevant schemes.
- Oversee GCP's procurement in line with national (and EU where relevant) procurement guidelines and any additional programme requirements as detailed in programme contracts, Service Level Agreements (SLAs), or Memorandums of Understanding (MOU).
- Prepare timely and accurate company accounts for annual statutory audit.
- Prepare programme budgets in collaboration with CEO and relevant programme Line Managers for existing programmes and new funding applications.
- Attend programme management team meetings with the CEO

Regulatory Compliance

- Oversee risk management strategies, internal controls, and fraud prevention, ensuring that financial and operational risks are identified, monitored, and mitigated.
- Develop, update, and adhere to relevant policies and procedures and internal financial controls. Ensure that company practices are in line with Companies Registration Office (CRO), the Charities Regulator (CRA), relevant elements within the Governance Code, GDPR and funders for example.
- Oversee compliance with prompt payment legislation
- Ensure compliance with Key Performance Indicators
- Maintain up-to-date knowledge of financial and regulatory changes.

Health and Safety, Charity Regulation, and Safeguarding

- Ensure the organisation complies with all health and safety regulations.
- Implement and monitor policies that promote a safe working environment for staff and stakeholders.
- Ensure that GCP keeps up to date with and in compliance with Charity Regulator guidelines, reporting requirements, and governance standards.
- Oversee safeguarding policies and procedures to protect vulnerable individuals, ensuring compliance with legal and ethical standards.

Staff Management

- Line manage and mentor the finance/administration team to achieve its full potential.
- Organise and attend regular team, one-to-one, and Career Development meetings throughout the year to build and maintain strong communication channels within the team.
- Promote staff development through training plans and continuing professional development (CPD).
- Promote a culture and working environment which is supporting of the organisation's purposes, aims and values.

Other

- Undertake other duties and responsibilities as may be assigned by the CEO or Board of Directors.

Person Specification

Qualifications and Experience:

- Professional qualifications such as, ACA, ACCA, or CIMA or CPA.
- Bachelor's degree in Finance, Accounting, (Master's preferred).
- 5 years' experience in Senior Financial Management Roles to include; budgeting, management accounts & departmentalised management accounts, budget versus actual accounting information and payroll. Practice experience preferable.
- Experience and proficiency in accounting software systems essential
- Knowledge and experience in use of Xero and Approval Max would be advantageous
- Extensive working knowledge of financial regulations, compliance standards, and risk management.
- Strong track record in strategic financial planning, budgeting, and investment management.
- Experience in leading audits, financial reporting, and liaising with regulatory bodies.
- Demonstrated ability to lead teams and drive financial performance improvements.
- Experience in health and safety compliance, charity regulation, and safeguarding practices is desirable.

Key Competencies:

- Strong organisation skills, specifically; an ability to plan and work efficiently to establish own priorities, allocate time and effort accordingly and identify and overcome possible obstacles to planned achievement.
- Strong decision-making, specifically; an ability to act on own initiative regarding reasonably complex financial issues under general policy guidelines, an ability to make decisions for the organisation on accounting methods and procedures, an ability to contribute to major decisions at management level and to solve problems on a day-to-day basis.
- Strong communication and interpersonal skills, specifically; an ability to communicate at all levels of organisation
- Ability to drive and maintain a culture of expected standards of behaviour within the Company
- Ability to empower an open working environment that enables colleagues to take responsibility and to make decisions regarding effective practices
- Ability to actively contribute to and enhance the working environment and positively influence the team culture
- Ability to create and maintain a culture where it is normal for staff members to excel through their full engagement.
- Ability to promote a culture which supports colleagues and others to communicate in appropriate, open, accurate and straightforward ways
- Ability to identify and implement systems of work which promote adherence to regulatory requirements and organisational processes, policies and procedures
- Ability to develop and promote a culture in the Company that fosters high standards of appropriate behaviour including truthfulness, integrity, trust and respect
- Work to ensure that the work environment is positive and supportive and that all staff members operate in a way that promotes dignity and respect at all times
- Ability to demonstrate leadership in making difficult or unpopular decisions

GCP Benefits

All GCP benefits are subject to the prevailing policy and associated length of service.

- Hybrid working option after 6 months successful probationary period is possible.
- 27.5 days Annual leave increasing to 30 days in 3rd year of service
- Up to 10% Employer Pension Contribution based on matching Employee Contribution, after 6 months service
- 1 day discretionary leave for a Wellbeing Day

- Employee Assistance Programme
- Staff parking available on rotational basis

This position will be based at 3, the Plaza, Headford Rd., Galway.

How to Apply

Selection will involve shortlisting of applicants for interview based on the criteria for this position as outlined above. A panel may be formed from which similar vacancies may be filed.

Please submit your Curriculum Vitae and Cover Letter by email to recruitment@gcp.ie by 1pm on the 9th of June 2025.

Interviews likely to take place on the 16th of June 2025 (subject to change)

Galway City Partnership is an equal opportunities employer.



The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Union through the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021-2027



Comhpháirtíocht Chathair na Gaillimhe

Príomhoifigeach Airgeadais agus Comhlíontachta

(CFCO)

Achoimre ar an bPost

Beidh an CFCO mar chuid d'Fhoireann Bainistíochta Sinsearach GCP in éineacht leis an bPríomhfheidhmeannach. Is deis iontach é seo a bheith mar chuid d'eagraíocht a thacaíonn le pobail le tionscnaimh forbartha pobail, cuimsiú sóisialta, fostaíochta, oideachais agus sláinte agus folláine.

Tá an Príomhoifigeach Airgeadais agus Comhlíontachta (CFCO) freagrach as maoirseacht a dhéanamh ar fheidhmeanna straitéise airgeadais, pleanála agus comhlíontachta na heagraíochta. Cinntíonn an ról ceannaireachta seo inbhuanaitheacht airgeadais, cloí le rialáil, bainistíocht riosca, agus éifeachtúlacht oibríochtúil i gcúrsaí airgeadais. Oibríonn an CFCO go dlúth leis an bPríomhfheidhmeannach, leis an mBord Stiúrthóirí, leis an gCoiste Oibriúcháin agus Iniúcháireachta agus leis na príomhpháirtithe leasmhara chun freagracht fhioscach agus trédhearcacht a choinneáil.

Bainisteoidh an CFCO seo buiséad bliantúil os cionn €3.3 milliún (meastar go bhfásfaidh sé bliain i ndiaidh bliana ar aon dul lenár n-eagraíocht atá ag fás), lena n-áirítear freagracht fhoriomlán as tuairisciú airgeadais, ullmhú buiséid, bainistíocht acmhainní, soláthar, comhlíonadh, agus dualgais rialachais airgeadais.

Beidh an CFCO i gceannas ar athbhreithniú tosaigh agus feabhas a chur ar bheartais agus nósanna imeachta airgeadais Chomhpháirtíocht Chathair na Gaillimhe, le fócas ar leith ar na hathruithe is déanaí a chomhtháthú, lena n-áirítear an t-aistriú go *bogearraí cuntasáíochta Xero agus maoirseacht a dhéanamh ar chur i bhfeidhm córas nua Orduithe Ceannaigh*.

Beidh ról lárnach ag an CFCO maidir le hoibríochtaí airgeadais GCP a mhúnlú agus a nuachóiriú, ag tairiscint deis uathúil chun tionchar a imirt ar chórais agus ar phróisis ag leibhéal straitéiseach agus ag an am céanna a chinntiú go gcomhlíonann struchtúir airgeadais, córais, próisis agus tuairisciú na riachtanais ar fud raon seirbhísí, maoinitheoirí agus páirtithe leasmhara.

Tá post an CFCO lonnaithe i gCathair na Gaillimhe ach tar éis 6 mhí tá an rogha ag an tseirbhís oibriú go cianda suas le 2 lá sa tseachtain. Tá an tuarastal ailínithe lenár Scála Tuarastail na mBainisteoirí. Tá an post seo faoi réir Tréimhse Promhaidh 6 mhí.

Príomhfhreagrachtaí

Straitéiseach

- Dearadh agus cur i bhfeidhm rathúil tosaíochtaí airgeadais GCP a threorú i gcomhréir lenár bplean straitéiseach agus deiseanna fáis straitéiseach sa todhchaí.
- Bainistíocht airgeadais ioncam na cuideachta a bharrfheabhsú go straitéiseach, insoláthartha an chláir a chothromú, riachtanais tuairiscithe maoinitheoirí, bainistíocht stuama sreabhadh airgid / cúlchiste.
- A chinntiú go gcomhlíonann córais airgeadais GCP go hiomlán le caighdeán tionscail agus riachtanais tuairiscithe maoinitheora.
- Beartais agus nósanna imeachta airgeadais GCP a fhorbairt agus a nuashonrú go leanúnach ag cinntiú go gcomhlíonann siad riachtanais reachtacha agus rialála, dea-chleachtais agus riachtanais mhaoinithe.
- Foireann airgeadais / riaracháin GCP a threorú agus imscaradh éifeachtach agus éifeachtúil acmhainní foirne a chinntiú.
- Idirchaidreamh a dhéanamh le príomhpháirtithe leasmhara GCP lena n-áirítear iniúcháirí, institiúidí airgeadais, údaráis mhaoinithe (lena n-áirítear iniúcháirí cláir), na Coimisinéirí Ioncaim srl.
- I gcomhar leis an bPríomhfheidhmeannach, cuirfidh an CFCO na tuarascálacha agus na straitéisí airgeadais riachtanacha go léir i láthair chun comhlíonadh na n-údarás maoinithe agus an Rialálaí Carthanas a chinntiú chun comhlíonadh a uasmhéadú agus riosca a íoslaghdú.

Oibríochtúil

- Brazzers físeán catagóir Inexperienced, Déagóirí, Seapáinis, Aziatochki, Téalainnis, Físeán HD ar a dtugtar Téalainnis Cailín Kim watch gan chlárú sa
- Maoirseacht a dhéanamh ar phárolla, ar chostais agus ar idirbhearta airgeadais, ag cinntiú go

gcoimeádtar taifid chruinn, agus freagracht fhoriomlán as faisnéis phárolla a sholáthar don fhoireann agus/nó do na Coimisinéirí Ioncaim.

- Ullmhaigh tuairisceáin airgeadais leis an bhfoireann Airgeadais/Riaracháin.
- Tuarascálacha airgeadais míosúla a ullmhú agus a chur faoi bhráid Bhord Stiúrthóirí GCP agus tuarascálacha rialta don Choiste Oibríochtúil agus Iniúchóireachta de réir mar is gá.
- Maoirseacht ar chlúdach árachais, pinsean, agus scéimeanna ábhartha eile GCP.
- Maoirseacht a dhéanamh ar sholáthar GCP i gcomhréir le treoirlínte soláthair náisiúnta (agus AE nuair is ábhartha) agus aon riachtanais bhreise clár mar atá sonraithe i gconarthaí cláir, Comhaontuithe Leibhéal Seirbhíse (SLAnna), nó Meabhráin Tuisceana (MOU).
- Cuntais chuideachta tráthúla agus chruinne a ullmhú le haghaidh iniúchadh reachtúil bliantúil.
- Buiséid an chláir a ullmhú i gcomhar leis an bPríomhfheidhmeannach agus le Bainisteoirí Líne na gclár ábhartha do chláir atá ann cheana féin agus d'iarrais nua ar mhaoiniú.
- Freastal ar chruinnithe foirne bainistíochta clár leis an bPríomhfheidhmeannach

Comhlíonadh Rialála

- Maoirseacht a dhéanamh ar straitéisí bainistíochta riosca, rialuithe inmheánacha, agus calaois a chosc, ag cinntiú go n-aithnítear rioscaí airgeadais agus oibríochtúla, go ndéantar monatóireacht orthu agus go ndéantar iad a mhaolú.
- Beartais agus nósanna imeachta ábhartha agus rialuithe airgeadais inmheánacha a fhorbairt, a nuashonrú agus cloí leo. A chinntiú go bhfuil cleachtais na gcuideachtaí ag teacht leis an Oifig um Chlárú Cuideachtaí (CRO), leis an Rialálaí Carthanais (CRA), le heilimintí ábhartha laistigh den Chód Rialachais, leis an RGCS agus le maoinitheoirí, mar shampla.
- Maoirseacht a dhéanamh ar chomhlíonadh na reachtaíochta maidir le híocaíochtaí pras
- Comhlíonadh na bPríomhtháscairí Feidhmíochta a chinntiú
- Eolas cothrom le dáta a choinneáil ar athruithe airgeadais agus rialála.

Sláinte agus Sábháilteacht, Rialáil Carthanais, agus Cosaint

- A chinntiú go gcomhlíonann an eagraíocht na rialacháin sláinte agus sábháilteachta go léir.
- Beartais a chur i bhfeidhm agus monatóireacht a dhéanamh orthu a chuireann timpeallacht oibre shábháilte chun cinn do bhaill foirne agus do pháirtithe leasmhara.
- A chinntiú go gcoinníonn GCP suas chun dáta le treoirlínte, riachtanais tuairiscithe agus caighdeáin rialachais an Rialálaí Carthanas.
- Maoirseacht a dhéanamh ar bheartais agus nósanna imeachta cosanta chun daoine leochaileacha a chosaint, ag cinntiú go gcomhlíontar caighdeáin dhlíthiúla agus eiticiúla.

Bainistíocht Foirne

- Bainistiú líne agus meantóireacht a dhéanamh ar an bhfoireann airgeadais / riaracháin chun a lánacmhainneacht a bhaint amach.
- Eagrú agus freastal ar chruinnithe rialta foirne, duine le duine, agus Forbartha Gairme i rith na bliana chun bealaí láidre cumarsáide a thógáil agus a chothabháil laistigh den fhoireann.
- Forbairt foirne a chur chun cinn trí phleananna oiliúna agus forbairt ghairmiúil leanúnach (FGL).
- Cultúr agus timpeallacht oibre a chur chun cinn a thacaíonn le cuspóirí, aidhmeanna agus luachanna na heagraíochta.

Eile

- Tabhairt faoi dhualgais agus freagrachtaí eile a shannfaidh an Príomhfheidhmeannach nó an Bord Stiúrthóirí.

Sonraíocht an Duine

Cáilíochtaí agus Taithí:

- Cáilíochtaí gairmiúla ar nós ACA, ACCA, nó CIMA nó CPA.
- Céim Bhaitsiléara in Airgeadas, Cuntasaíocht, (Máistreacht is fearr).
- 5 bliana de thaithí i Róil Bhainistíochta Sinsearacha Airgeadais lena n-áirítear; Buiséadú, Cuntais Bhainistíochta & Cuntais Bhainistíochta Roinne, Buiséad i gcoinne Faisnéis Chuntasaíochta Iarbhír agus Párolla. Taithí chleachtais is fearr.
- Taithí agus inniúlacht i gcórais bhogearraí cuntasaíochta riachtanach
- Bheadh eolas agus taithí in úsáid Xero agus Approval Max buntáiste

- Eolas fairsing oibre ar rialacháin airgeadais, caighdeáin chomhlíonta, agus bainistíocht riosca.
- Track record strong in strategic financial planning, budgeting, and investment management.
- Taithí ar iniúchtaí a threorú, tuairisciú airgeadais, agus idirchaidreamh le comhlachtaí rialála.
- Cumas léirithe chun foirne a threorú agus feabhsúcháin feidhmíochta airgeadais a thiomáint.
- Tá taithí ar chomhlíonadh sláinte agus sábháilteachta, rialáil carthanais, agus cleachtais chosanta inmhianaithe.

Príomhinniúlachtaí:

- Scileanna láidre eagrúcháin, go sonrach; an cumas pleanáil agus oibriú go héifeachtach chun tosaíochtaí féin a bhunú, am agus iarracht a leithdháileadh dá réir agus constaicí féideartha ar ghnóthachtáil phleanáilte a aithint agus a shárú.
- Cinnteoireacht láidir, go sonrach; cumas gníomhú ar a thionscnamh féin maidir le saincheisteanna airgeadais réasúnta casta faoi threoirlínte ginearálta beartais, cumas cinntí a dhéanamh don eagraíocht maidir le modhanna agus nósanna imeachta cuntasíochta, cumas rannchuidiú le cinntí móra ag leibhéal na bainistíochta agus fadhbanna a réiteach ar bhonn laethúil.
- Scileanna láidre cumarsáide agus idirphearsanta, go sonrach; cumas cumarsáid a dhéanamh ag gach leibhéal eagraíochta
- Cumas cultúr de chaighdeáin iompair a bhfuiltear ag súil leo laistigh den Chuideachta a thiomáint agus a chothabháil
- Cumas timpeallacht oibre oscailte a chumhachtú a chuireann ar chumas comhghleacaithe freagracht a ghlacadh agus cinntí a dhéanamh maidir le cleachtais éifeachtacha
- Cumas cur go gníomhach leis an timpeallacht oibre agus feabhas a chur uirthi agus tionchar dearfach a imirt ar chultúr na foirne
- Cumas cultúr a chruthú agus a chothabháil ina bhfuil sé gnáth do bhaill foirne barr feabhais trína rannpháirtíocht iomlán.
- Cumas cultúr a chur chun cinn a thacaíonn le comhghleacaithe agus le daoine eile cumarsáid a dhéanamh ar bhealaí cuí, oscailte, cruinn agus simplí
- Cumas córais oibre a shainaithint agus a chur chun feidhme a chuireann cloí le ceanglais rialála agus le próisis, beartais agus nósanna imeachta eagraíochtúla a chur chun cinn
- Cumas cultúr a fhorbairt agus a chur chun cinn sa Chuideachta a chothaíonn ardchaighdeáin iompair chuí lena n-áirítear fírinneacht, ionracas, muinín agus meas
- Oibriú chun a chinntiú go bhfuil an timpeallacht oibre dearfach agus tacúil agus go n-oibríonn gach ball foirne ar bhealach a chuireann dínit agus meas chun cinn i gcónaí

- Cumas ceannaireacht a léiriú maidir le cinntí deacra nó neamhchoitianta a dhéanamh

Sochair GCP

Tá gach sochar GCP faoi réir an pholasáí atá i réim agus fad seirbhíse gaolmhar.

- Is féidir rogha oibre hibrideach a dhéanamh tar éis tréimhse phromhaidh rathúil 6 mhí.
- 27.5 lá Saoire bhliantúil ag méadú go 30 lá sa 3ú bliain seirbhíse
- Suas le 10% de Ranníocaíocht Pinsean Fostóra bunaithe ar Ranníocaíocht Fhostaithe meaitseála, tar éis 6 mhí seirbhíse
- Saoire lánroghnach 1 lá le haghaidh Lá Folláine
- Clár Cúnaimh d'Fhostaithe
- Páirceáil foirne ar fáil ar bhonn rothlach

Beidh an post seo lonnaithe ag 3, an Plaza, Bóthar Áth Cinn, Gaillimh.

Conas Iarratas a dhéanamh

Is éard a bheidh i gceist leis an roghnú ná gearrliostú na n-iarratasóirí le haghaidh agallaimh bunaithe ar na critéir don phost seo mar atá leagtha amach thuas. Féadfar painéal a chur le chéile ónar féidir folúntais den chineál céanna a chomhdú.

Seol do Curriculum Vitae agus do Litir Chumhdaigh trí ríomhphost chuig recruitment@gcp.ie faoi 1pm ar an 9 Meitheamh 2025.

Agallaimh is dócha a bheidh ar siúl an tseachtain dar tús an 16 Meitheamh 2025 (faoi réir athruithe)

Is fostóir comhdheiseanna í Comhpháirtíocht Chathair na Gaillimhe.



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach
Co-Funded by the
European Union



Social Inclusion &
Community Activation
Programme



government supporting communities

The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Union through the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021-2027



gretb
Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board



TÚSLA
An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

