



The Irish Countrywomen's Association (ICA) is seeking to recruit an Operations Manager.

The ICA is a national charitable voluntary organisation founded in 1910. We are a membership-based organisation of 6,000 + women with an emphasis on member-centred governance, underpinned by the Constitution.

Our mission is to advance education and benefit the community through the cooperative effort of women coming together in fellowship and friendship and developing their well-being, knowledge and skills. A hallmark of the ICA's work for over a century has been its contribution to community life, in leading the advancement of women's roles, their rights and opportunities.

ICA is structured into Guilds (local) and Federations (counties) which are represented on the National Advisory Committee and governed by an elected Board.

ICA Central Office provides support to the whole organisation and manages the secretariat, administrative functions and resources of the Association.

An Grianan, our college in County Louth is a lifelong learning centre for all.

Job Description – Operations Manager

Position: Operations Manager, contract offered on full-time basis, indefinite duration following completion of probationary period.

Start date: April 2022

Reports to: CEO

Location: ICA Central Office, 58 Merrion Road, Dublin 4 [Due to the current COVID-19 pandemic, and subject to Government restrictions, the successful candidate may also be required to work remotely]

Position summary:

Reporting to the CEO, The Operations Manager is an exciting role that involves supporting the financial and operational management, and supporting in a series of projects and programmes across the function, as the need arises for the ICA.

Responsibilities include but are not limited to the following:

Working with the CEO, support the financial administration, planning and reporting capacity of the organisation, including but not limited to:

- Maintaining Purchases & Sales Ledgers.
- Suppliers Payments.
- Credit Control.
- Managing Cash Flow.
- Bank Reconciliation.
- Payroll.



- Revenue Returns.

Financial Administration:

- Dealing with all creditor, debtor and payroll systems and ensuring that all payments are made in line with contracts, the purchasing system, payment approval, credit arrangements and budgeting policies.
- Issuing Invoices and Statements to Debtors and follow up on receiving payment.
- Processing of all income and payments in relation to unrestricted and restricted funds.
- Processing of payments and all income in relation to specific projects including conferences, events, fund raisers etc.,
- Preparation of all information required for monthly reconciliation accounts, annual accounts and for the audit process.
- Ensure financial compliance processes are fulfilled with the support of the relevant organisational advisors (e.g. filing of Financial Statements).
- Management of all financial files and records required for any external audits including revenue and third-party funders.
- Preparation and submission of funding applications to a range of funding stakeholders.
- Preparation and submission of EOY statement of accountability and financial reports for funding received.

Financial Planning:

- Work with the CEO in the preparation of budgets for ICA work programme annually and in relation to specific projects and activity areas.

Financial Reporting:

- Preparation of monthly financial report.
- Providing Administrative support to National Treasurer and CEO.
- Preparation of reports for the Finance committee.

Membership

- Providing advice and guidance to the Guild and Federation Treasurers on financial management at each level.
- Processing of Membership Fees from Federation Treasurers – Preparation and ongoing maintenance of Membership records on a National, Federation and Guild basis.
- Processing of other items such as An Grianán vouchers to Guilds.

Office Administration



- Supporting CEO, and National Officers as requested by the CEO.
- Work with the CEO to ensure a smooth, effective and efficient running of the operations for Central Office and the wider membership, as the need arises.
- Support CEO in the preparation and/or revision of operational and financial policies.
- Support the set up and logistics of AGM, Conferences, National Elections, Craft Days, Monthly Mailings, Knitting & Stitching Show etc. Follow up as necessary and as directed by the CEO.
- Responsibility for the operational upkeep of No.58 with the support of the CEO.

Reception Duties

- Meeting and welcoming members to Merrion Road – dealing with their queries, sales etc..
- Collaborate and coordinate staff support for members with queries: answering telephone, taking messages and dealing with queries.
- Support capacity e.g., set-up of room and catering at NEB and NAC and craft days.

This job description is a guide to the general range of duties attached to the role. It is intended to be neither definitive nor restrictive and is subject to review with the employee concerned and therefore may be updated from time to time to reflect changing business and operational needs and the employee's own development and growth needs.

Person Specification:

- A minimum of 3 years' experience in similar role, ideally in the community and voluntary sector.
- Knowledge of computer systems and accounting software (Sage, Thesaurus Software etc.)
- Excellent communication skills written and verbal.
- Strong attention to detail and accuracy of data input.
- Strong data analysis skills.
- Experience budgeting and forecasting.
- Strong communications and interpersonal skills.
- Familiarity with business and financial principles.
- Leadership ability.
- Outstanding organisational skills.
- A flexible approach and ability to work independently and as part of a team.

Desirable:

- Previous experience working in the community and voluntary sector in a finance-related or operations role.
- Alternatively experience in and familiarity with membership organisations.
- Familiarity with Irish heritage and culture.

Shortlisting of candidates may apply according to the above criteria



The ICA is an equal opportunities employer.

How to Apply:

Please return CV with a covering letter by e-mail to recruitment@ica.ie marked '**OPERATIONS MANAGER POST**'

Closing date for receipt of applications for the role is 5pm Friday 18th March 2022. Interviews will be held shortly after. Second round interviews may also apply.

All applications will be acknowledged by email within 3 working days of receipt. If you do not receive such an acknowledgement, please contact us as soon as possible.