



CANDIDATE INFORMATION PACK

Director of Finance

June 2025

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The Mater Hospital Foundation

Background and Context	<p>The Mater Hospital Foundation exists to give every patient, and every family that loves them, the very best care at the Mater Misericordiae University Hospital (MMUH). As a registered charity and the official fundraising body of the Mater Hospital, we raise vital funds to support the work of the hospital.</p> <p>Through the commitment of our supporters, we invest in the future of the hospital by funding advanced state-of-the-art medical equipment, new services and hospital redevelopment, research and innovation initiatives, and by providing patient, family and staff support when it is most needed. As Director of Finance, you will be instrumental in safeguarding the Foundation’s financial stewardship—upholding transparency, ensuring strategic impact, and enabling continued growth to support critically important healthcare outcomes. You can learn more about our work here</p>
Our Vision and Mission	<p>The Foundation exists to ensure that every person visiting the Mater Hospital receives top-quality care through timely access to world-class facilities, skilled professionals, advanced equipment, research and innovation. Our Vision is “Every sick person in Ireland will have timely access to world class healthcare when they need it” and we do this by harnessing supporters’ kindness and generosity to continuously transform and improve patient care at The Mater Hospital and by supporting the hospital in medical research and innovation, maintaining its status as a healthcare leader in Ireland.</p>

About the Role

Role Purpose Summary	<p>We’re looking for a strategic, forward-thinking finance leader who’s inspired by purpose and driven by values. As our Director of Finance, you’ll play a central role in shaping the Foundation’s financial future - ensuring our sustainability, strengthening our governance, and guiding how we use resources to make the biggest possible difference.</p> <p>As a vital member of our Senior Leadership Team, the Director of Finance plays a key role in shaping the future of the Mater Hospital Foundation. Reporting to the CEO, you’ll lead with purpose, integrity and vision—guiding our financial strategy, embedding robust governance, and ensuring we remain a sustainable and impactful force for good. This is more than a finance role; it’s an opportunity to drive positive change and directly contribute to life-saving care at one of Ireland’s most beloved hospitals.</p> <p>This is an exceptional opportunity to have a real impact in this highly respected and effective organisation and to motivate, inspire and build the capacity of the Mater Hospital Foundation to deliver on our Vision.</p> <p>We are looking for an experienced and dynamic leader with a track record of success who will inspire the team and stakeholders who collectively enable our vital work. The</p>
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	successful candidate is someone with exceptional financial leadership skills, as well as a collaborative approach to building alliances and trust.
Duties and Responsibilities	<p>Leadership & Strategy:</p> <ul style="list-style-type: none"> • Lead and inspire a high-performing finance team, championing a culture of transparency, trust and accountability. • Seek out creative financial opportunities that help us increase our impact and future-proof the Foundation. You'll work shoulder-to-shoulder with passionate colleagues who are committed to making every patient experience better—and every donation count. • Take an active role in the strategic management and development of the Mater Hospital Foundation as a member of the Senior Leadership Team. • Establish and promote Finance policies and practices that underpin the Mater Hospital Foundation's culture and vision. • Develop, drive, and manage the implementation of budget forecasting in line with the Mater Hospital Foundation's overall strategic plan. • Provide updates to the Board, the Finance Committee and the Senior Leadership team on key financial and business performance and financial risk. • Lead staff effectively ensuring they receive appropriate supervision and support, that their appropriate development needs are met and relevant records are maintained. • Work alongside the fundraising team to develop financial models and define key performance indicators (KPIs) for all fundraising activities. • Provide effective leadership and management of Finance and Governance to ensure development and implementation of strategies and effective practices across all operational areas. • Lead and manage the Mater Hospital Foundation's governance and reporting requirements within the areas of Finance, Audit & Risk. • Digital Transformation and automation – responsible for identifying and implementing digital tools or automation that enhance financial operations and efficiency. <p>Finance:</p> <ul style="list-style-type: none"> • Deliver a complete and efficient finance function to assist the Mater Hospital Foundation in achieving its strategic targets. • Business Decision Support – Oversee the Finance team in providing accurate, timely and relevant information on financial and business performance to the Senior Leadership Team and provide financial information to deliver recommendations where appropriate. • Financial Reporting – Oversee the production of financial statements under FRS102 and SORP2015; optimising month end close process; managing all aspects of revenue recognition and technical accounting implications within the Mater Hospital Foundation. • Budgeting and Forecasting – Provide accurate information and analysis for Board reporting; working with the Senior Leadership Team to devise and implement the annual budget and a three-year plan. Produce monthly financial forecasts for the CEO, the Senior Leadership Team, the Board and the Finance Committee.

- Costs – support the devolved budgeting process and provide continuous focus on cost control. Oversee the production of departmental cost analysis to support budget management and decision making.
- Risk & Controls – working closely with the Senior Leadership Team continuously monitor the risk profile and internal control environment to identify weaknesses / control gaps for escalation to the Senior Leadership team and the Board. Ensure a robust financial control environment to safeguard Mater Hospital Foundation’s assets.
- Audit & Compliance – Manage the day-to-day financial, regulatory and taxation matters of the Mater Hospital Foundation, ensuring compliance with all requirements – audit, tax, regulatory, legal and banking. Act as the key point of contact for the External and Internal auditors managing contracts and acting as liaison with the Finance Committee.
- Pension Scheme – In co-operation with the Chief Executive oversee the Mater Hospital Foundation PRSA scheme.
- Investment Management – Optimise the Mater Hospital Foundation’s investments in accordance with the Board’s investment policy.
- Annual Reporting - Lead the production of the annual reporting and annual financial statements process for the Mater Hospital Foundation. Working with the CEO support the Board governance operations and compliance with the CRO and CRA.

Regulation & Compliance:

- The Director of Finance at the Mater Hospital Foundation holds the responsibility and the title for the regulatory oversight element of the Mater Hospital Foundation.
- Working with our external company secretarial support ensuring that all annual CRO and CRA returns are issued on time, in compliance with company and charity legislation and reflect the governing instrument of the Foundation.
- Responsible for ensuring financial systems comply with GDPR/data security standards.

Strategic Impact

- Strategic Leadership: Shape and guide grant strategies, ensuring alignment with the Foundation’s mission and long-term goals.
- Oversight & Governance: Monitor grant distribution processes in association with the Projects Appraisal Committee (PAC), ensuring transparency, compliance, and effectiveness.
- Relationship Management: Foster relationships with key stakeholders to enhance funding impact and collaboration.
- Impact Evaluation: assess and refine grant effectiveness, measuring improvements in outcomes, research advancements, and health equity.
- Regulatory & Ethical Compliance: Oversee adherence to legal, financial, and ethical standards across funded initiatives.

Performance & Change:

Work with the CEO and the Director of Development (SLT) to develop and deliver operational capacity, capability, efficiency and effectiveness:

	<ul style="list-style-type: none"> • Planning - Coordinate operational planning and delivery on annual operational objectives / targets. • KPI reporting – Play an active role in the management of operational performance of the business through daily/weekly/monthly reporting, challenging performance and driving positive change. • Processes & Systems – Further develop reporting processes and financial systems, driving continuous improvement of finance processes and systems including the enhancement of functionality of our CRM (Raisers Edge). • Policies & Procedures - Develop operational policies, procedures and processes and ensure they are followed. • Change Management - Support the analysis and development of change management strategies to enable successful project deliverables. • Succession Planning - responsibility for identifying and developing future finance leaders in the organisation.
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About You

Key Competencies and Experience	Person Specification:
	Essential Skills and Experience: <ul style="list-style-type: none"> • A professionally qualified accountant with at least 7 years post qualification experience. • A strong strategic leader with proven capability in a similar organisation. • Qualification/experience in corporate governance advantageous in this role • The skills to lead, develop and manage at senior level, demonstrating excellent leadership and people management skills. • Demonstrated capability to think broadly, considering a wide range of internal and external factors when solving problems. • Champion collaborative working. • Excellent oral, written communication and interpersonal skills and the ability to engage at a very senior level with a strong track record of stakeholder management. • Demonstrated experience/understanding of the role of a Board of Directors and corporate governance. • Significant IT and reporting skills. The Director of Finance is expected to have a high degree of computer literacy and well-developed skills in the use of spreadsheets, databases, accounting packages and web-based systems. • Flexibility: demonstrable experience of structuring workload and conflicting demands and feeling comfortable managing the multiple dimensions of the role. • Working knowledge of the charity, not for profit sector and SORP2015. • Ambitious with a high level of energy and an exceptional work ethic Key Competencies: Level of Supervision/Independence

	<ul style="list-style-type: none"> The Director of Finance is required to influence strategy in areas of responsibility to ensure innovation in administrative systems to enhance the efficiency of the organisation and to ensure that the department operates in accordance with and complies with a range of Mater Hospital Foundation policies and procedures to meet the demands of a diverse, high-level group of stakeholders. <p>Problem Solving and Judgement</p> <ul style="list-style-type: none"> The Director of Finance requires high level strategic planning, conceptual, analytical and complex problem-solving skills to adapt new concepts and opportunities and implement appropriate solutions. Exceptional stakeholder management skills are required to align competing needs and priorities with the strategic goals of the organisation. <p>Organisational Knowledge</p> <ul style="list-style-type: none"> The Director of Finance must maintain a sound understanding of the mission of the Mater Hospital Foundation, the Foundation's policies and standards, and be alert to the broader issues relevant to the areas of responsibility. <p>Resource Management</p> <ul style="list-style-type: none"> The Director of Finance will be responsible for working with the Chief Executive and Board Directors to manage grants and organisational budgets. <p>Breadth of the Position</p> <ul style="list-style-type: none"> The Director of Finance is an active member of the Mater Hospital Foundation Senior Leadership Team. The role requires the Director of Finance to exercise adaptive leadership, professional expertise, and management skills to ensure successful project and program delivery. The Director of Finance will be required to undertake a wide range of tasks and work across a diverse stakeholder group, interacting effectively with the hospital staff, the Mater Hospital Foundation Senior Leadership team and the Foundation's Board of Trustees.
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Terms and Benefits

	<ul style="list-style-type: none"> Salary circa. €90k Full-time - 35 hours per week Hybrid Working Policy (remote working as agreed with line manager) 30 days annual leave & 4 gifted days (2 at Christmas, 1 for Good Friday and 1 Wellbeing Day) Pension entitlement – after successful completion of 6-month probation period Access to Employee Assistance Programme Bike to work scheme. Tax saver public transport scheme. Training and Development opportunities
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How to Apply

Application Process	The recruitment process is being managed exclusively on behalf of Mater Hospital Foundation by Mantra Strategy . We 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.
Informal enquiries	Informal enquiries in confidence are welcomed by Suzanne Mulholland by email or on +353 86 600 1039. The closing date is <u>Monday 30th June 2025</u> . Please submit a CV and cover letter to suzanne@mantrastrategy.ie
Interviews	Please note it is expected that interviews will take place on Thursday 10 th and Friday 11 th July 2025.