



Role Title:	Director of Finance and Operations
Contract based:	Permanent, full-time
Location:	Rathmines (Hybrid)
Report to:	CEO

The Irish Heart Foundation is a community of people who fight to protect the cardiovascular health of everyone in Ireland. Together we are working to eliminate preventable death and disability from heart disease and stroke, and to support and care for those living with these life-changing conditions. We work to achieve this by:

- Caring for and speaking out for people in the community living with heart conditions and stroke, and their families
- Innovating and leading in health promotion and prevention to change health behaviours and reduce cardiovascular risk.
- Building a nation of lifesavers through CPR training
- Campaigning and advocating for policies that support people to live healthier lives.
- Information provision

We currently have approx. 130 employees and over 140 volunteers working towards the Company’s vision of a future where no hearts are broken by preventable heart disease.

The Role

As Director of Finance and Operations, you will have overall responsibility for all the financial and operations of the organisation. From a financial perspective the role encompasses strategic planning, financial control, planning and analysis, financial systems and compliance ensuring the organisation’s long term financial sustainability to enable the successful delivery of its strategic priorities by fostering a culture of sound financial management.

As one of the most senior strategic posts in the organisation, you will be a high achieving, experienced and dynamic professional with a proven ability to develop a clear vision for Finance and Operations.

As the leader of the Finance and Operations team, you will report directly to the Chief Executive and the Board. This is a demanding role that requires high levels of leadership, innovation and dynamism.

You will manage a diverse team to high achievement and will be part of a strong Senior Management Team leading the Irish Heart Foundation into the future. This role offers you a proposition that is outstanding at every level - personal, professional and societal.

Reporting Lines and Working Relationships

The Director of Finance and Operations will work closely with the Chief Executive and all members of Senior Management Team, Board Directors and colleagues working in the Chief Executive's Office.

The Director of Finance and Operations will report directly to the Chief Executive Officer and will have 4 direct teams as follows: Finance (team of 3), HR (team of 2), IT (team of 2), Data (team of 3), Reception and Facilities (team of 2) and any other direct report posts that are created by the IHF relating to this role.

Main Areas of Responsibility:

Strategic Leadership and Planning

- Providing strategic leadership and direction to the finance and operational functions (HR, IT, Data and Facilities), its management and staff, driving operational performance and ensuring achievement and improvement against relevant targets.
- Be an inspiring ambassador for the vision and mission of the Irish Heart Foundation and ensure it is reflected in the strategies, outputs and the behaviour of the teams.
- To motivate the team to be innovative and professional in their thinking and delivery, setting clear examples of excellence and best practice.

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Financial Control, Planning and Analysis

- Lead a Finance Team (Accountant, Payroll & AP).
- Directing and overseeing the preparation of the monthly management accounts against forecast and budgets and cashflow requirements.
- Oversight of the Budget process ensuring the strategic objectives are met.
- Leading the preparation and completion of the annual financial statements and annual report and managing the External Audit.
- Overseeing the financial component of the service agreements.
- Working with the Fundraising team to optimise additional funding from Fundraising operations and assessing new business and service opportunities.

- Managing the procurement framework, insurance renewal, pension and investment relationships.
- Ensuring that all the relevant information is provided to the Finance and Audit & Risk committees.
- Payroll, supplier and staff expenses payment approval and oversight.

Financial Risk and Controls

- Identifying and managing financial risks and ensuring that the control environment is of a high standard to manage risks.
- Ownership of the internal audits in the areas of the job responsibilities.
- Remain apprised of any new legislation, technical accounting or reporting requirements that may impact the Irish Heart Foundation.
- Monitor cash flow, funding, and resource allocation.

Operations & Strategic Leadership

- Support the CEO and Board in developing and implementing the charity's strategic plan, ensuring that operations are fully aligned with the organisation's mission, vision, and values.
- Drive organisational growth and long-term sustainability.
- Oversee the day-to-day operations across all departments within Operations.
- Develop and implement efficient systems, processes, and policies to support effective delivery.
- Identify and mitigate operational risks, ensuring compliance with all legal, regulatory, and governance requirements.

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People & Culture (Human Resources)

- Oversee the organisation's HR strategy, including recruitment, employee engagement, learning and development, and performance management.
- Foster a positive, inclusive, and mission-driven organisational culture, promoting best practice in people management and organisational development.
- In conjunction with the Chief Executive, Ensure that all requirements under Health, Safety and Welfare at Work legislation and regulations are met and complied with within the Foundation.

Digital, IT & Technology

- Oversee the charity's IT strategy, ensuring alignment with organisational goals.
- Ensure that technology infrastructure effectively supports operations, fundraising, and service delivery.
- Establish and maintain IT governance policies.
- Implement robust cybersecurity measures to protect sensitive donor and beneficiary data.
- Support innovation through the adoption of new technologies and promote digital literacy among staff and volunteers.

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Data, Insight & Impact

- Oversee the development and implementation of a data strategy covering data collection, storage, and usage.
- Oversee data integrity, accuracy, and consistency across all systems.
- Oversee impact measurement and reporting, using data to demonstrate outcomes to funders and stakeholders.
- Promote a culture of data-driven decision-making across the organisation.
- Ensure compliance with GDPR and other relevant data protection regulations.

Facilities & Health and Safety

- Oversee the maintenance, repair, and general upkeep of all buildings and facilities.
- Ensure compliance with health, safety, and environmental regulations, and manage risks associated with physical infrastructure and other assets (e.g. vehicles).
- Procurement: Source, negotiate, and manage contracts with service providers and suppliers, ensuring value for money, quality of service, and contractual compliance.

Additional Information

- To undertake any other duties that may reasonably be required to fulfil the duties of this post.
- This document is a guide to the nature of the work required and it is not exhaustive.

Qualifications

- Educated to Degree and/or relevant accounting qualification.

Experience:

- Be a strategic leader and an experienced senior manager in a not for profit, public or private sector organisation.
- 10+ experience working at a senior level.
- Strong commercial acumen
- Proven experience managing teams (including Finance, HR, IT, Data & Facilities)
- Proven ability to make difficult and challenging decisions that support strategic aims and long-term visions.
- Strong leadership, communication, decision making and negotiation skills.
- Experience working with Board and Directors, stakeholders and the public.
- Experience in understanding financial governance, HSE finance frameworks and procurement.
- Experience in the not-for-profit sector desirable.

Benefits of working with Irish Heart Foundation:

We provide benefits to help you protect your health and financial security; and give you peace of mind.

- Up to 5% employee & employer contributions Pension scheme with employer from day 1 of service
- Life assurance of 4 times base salary with immediate effect
- Income continuance/disability benefit, at no cost to you from day 1 of service
- Paid Maternity leave
- Paid Paternity leave
- Company sick pay scheme
- Company health checks
- Generous annual leave policy including additional company days and service days
- Bike to Work Scheme
- Excellent public transport links
- Employee Assistance Programme (EAP)
- A wonderful office we are proud of with excellent kitchen and changing facilities
- Events organised by social club and Health, Well-being Committee and No Planet B initiatives
- CPR Training for all employees
- Ongoing Training and Development initiatives to help you grow your career with us

Details of role and application process

This is a full-time permanent role, Monday to Friday. The role is based in the Irish Heart Foundation's offices in Rathmines, Dublin. Working under a Hybrid model (2 required days in office (Monday's and Thursday's) but option to work 5 days in office if preferred.

APPLICATIONS

Interested candidates should send their CVs in strict confidence to Leanne Barrett at irishheartfoundation@morganmckinley.com

By applying to this position, you consent to Morgan McKinley contacting you as recruitment partner on behalf of the Irish Heart Foundation. When Morgan McKinley contacts you on behalf of the Irish Heart Foundation, it will be acting as a data processor and the Irish Heart Foundation privacy policy <https://irishheart.ie/privacy-policy/> shall apply.

Closing Date for Applications: Monday 1st June 2026

The Irish Heart Foundation is an equal opportunities employer.

The Irish Heart Foundation has a no smoking policy. Employees are not permitted to smoke whilst undertaking any duties on behalf of the Foundation.

If you have any accommodation needs throughout the recruitment process, please contact HR@irishheart.ie