

Vacancy for Director of Operations and Finance
(Assistant General Secretary Level) in INTO Head Office
Dublin Based

The Director of Operations and Finance in INTO Head Office will have a strategic role developing, managing and playing a lead role in implementing an organisational strategy for operations and finance in INTO. The successful candidate will form part of the INTO Head Office Senior Management team. The successful candidate will have a high-level strategic role in managing the affairs of the Organisation, subject to the directions and overall management of the General Secretary. The Director of Operations and Finance will work closely with the Deputy General Secretary and Northern Secretary and report directly to the Deputy General Secretary/ General Treasurer.

This key strategic and managerial role will involve:

- Corporate Services including ICT;
- Finance, including supervision of accounting systems for income/expenditure
- Investments and related policies
- Supervision of HR/Office Management North and South
- Payroll and Pensions Functions
- Data Governance
- Risk Management including Organisation insurance arrangements
- Management of procurement of INTO Services
- Property Projects
- Such other operational functions as the General Secretary might assign

The person will have:

- A strong academic background and appropriate professional experience.

- Proven success in writing in a variety of media with the ability to convey complex information in a user-friendly way.
- Strong analytical, reporting and project management skills and ability to work on own initiative.
- A serious commitment to positioning INTO as a good practice leader in all areas of the role
- A thorough understanding of current issues in education and industrial relations.
- Ability to manage a diverse team and to collaborate across the Organisation.
- Excellent communication, presentation and interpersonal skills.
- Experience of external and internal communications management.
- A results-driven approach with evidence of being innovative, energetic and flexible in advancing strategy

Interviews will be held during the week beginning 16 December 2019. Letter of application (max. 2 pages) and curriculum vitae, together with the names and contact details of two referees, should be submitted by email only by 12.00p.m. on **Friday, 6 December 2019** to gen.sec@into.ie
General Terms and Conditions are available on request from rwarren@into.ie