



Frenchpark & Districts Childcare Clg (FDCL), awarding winning Childcare and Community services provider are currently recruiting for the post of **Centre Manager/Business Manager**.

Role

We are seeking a highly motivated senior manager to lead our team with the ability to exhibit both outstanding communication and management skills. The chosen applicant will possess a professional financial background, outstanding communication and human resources capabilities.

Job details: Permanent

Salary: €45,000 – €50,000

Hours of Work: Full Time, 40 hours per week to include out of office hours

Benefits: 22 paid annual leave days plus bank holidays

Reporting to: Chairperson and the Directors/Voluntary Management Committee (Community Service)

Probation Period: 6 months

Qualifications:

- Degree/Diploma Qualification in the areas of Finance and HR

We offer you

- Competitive salary
- Ongoing Training & Development / Continuous Professional Development Opportunities
- Employee Assistance/ Wellbeing Program

Requirements for the Centre Manager/Business Manager Post:

- Degree in Finance/HR/Business.
- Minimum of 3 year's managerial experience in a similar role
- Demonstrate strong financial and people management skills together with excellent communication skills.
- Relevant financial/business management skills and a knowledge of Employment legislation./experience in Administration, HR, Community Development, Business, Communication and I.T.
- Demonstrates strong financial acumen and be proficient in the use of technology including computer-based reporting systems for the sector
- Ensure the efficient running of the centre to ensure that all company policy and procedures, legislation and statutory guidelines are being fully implemented, monitored and adhered to.
- Evaluate and implement effective Financial Systems and Internal Controls
- Lead and manage performance culture and deliverables in all support functions
- Be aware of the financial risks of the organisation to ensure that it remains sustainable.
- Managing all financial aspects of the service to include annual preparation of financial statements for audit purposes.

- Managing annual budgets and the company finances, be aware of the true running costs of the centre along with staff costs, grants available, income and expenditure whilst ensuring the future sustainability of the centre.
- Sourcing of funding and completion of all grant applications in conjunction with relevant staff members to meet operational costs and ongoing development of the centre
- Support the implementation of a play-based curriculum that supports all children's development, abilities and diversity in line with best practices.
- Responsible for the childcare and auxiliary team.
- Ensure that our service is appropriately prepared for a TUSLA/DEIS/Pobal/EHO's inspections.
- Responsible for the implementation of all company policies & procedures and practices including the company's employee handbook and further develop policies and procedures annually and more often as required by the voluntary management committee.
- Responsible for managing change effectively in the organisation
- Manage the Human Resources function including tracking and updating HR policies and practices in line with legislation and best practice. Oversee the recruitment and mentoring process.
- Ability to build strong partnerships and work collaboratively with parents, guardians, families, children, and staff as well as your team, the Chairperson and the Directors/Voluntary Management Committee.
- Ability to manage a diverse team with a solution driven focus.
- Ability to work independently and as part of a cross function team, including the ability to organise, plan, and prioritize tasks.
- Exceptional communication skills including effective listening, writing and presentation skills.
- Experience of working with government agencies/departments/financial institutions
- Ability to interpret and analyse data.
- Fluent spoken and written English

The role would entail responsibility for:

- Overall responsibility for all of the centres services
- Maintain high standards of professional care
- Ensuring effective communications across all areas of the business.
- Responsibility for the management of all Data Protection within the service and hold the post of Data Controller.
 - Demonstrate a commitment to ongoing professional development.
 - Ensure that the service is operating to the standard and above of the Pre-School regulation 2016 and ensure that the Children First guidelines are being followed in relation to child protection concerns.

Garda Vetting/Police Clearance and Full Clean Driving License is a requirement for this position.

Frenchpark & District Childcare Frenchpark is an equal opportunities employer

Detailed job description available upon request

Please forward cover letter and up to date Curriculum Vitae to recruitment@fdcl.ie

Closing date 12th July 2024 and short listing will apply

Company Registered Number: 357749 Charity Number: 20037345

We confirm that our organisation complies with The Charities Regulator Governance

Code for the Community, Voluntary and Charitable Sector in Ireland

This project is supported and funded by the following departments and organisations.

