



Are you looking for a role where you can truly change lives— including your own.

Kindness. Respect. Purpose. Inclusion. If these words resonate with you and you have the passion to work alongside people to ensure they are safe, respected, and empowered to make choices about their own lives, come join our team in supporting people with intellectual disabilities to live with independence, dignity, and joy — every single day.

Role Details

Job Title: Financial Controller

Reports to: Director of Finance and Administration

Roles Reporting: Finance team comprising of 3 full time staff

Location: WALK main office, Dublin

Working Hours: Monday – Friday 09:00-17:00

Remuneration: €64,000 - €68,000 per annum (Depending on experience)

Contract Type: Full time, permanent contract

Job Purpose:

Responsible for producing annual budgets, preparing statutory and monthly accounts, managing cash flow, and developing and driving compliance across the organisation with internal financial controls.

Key Responsibilities of the Job

Role-specific responsibilities:

- Management of the Finance Team
 - Lead and develop the finance team to deliver on objectives.
- Financial Reporting
 - Preparing the Annual Financial Statements for all WALK entities.
 - Coordinating and leading the External Audit process.
 - Preparing forecasts and monthly management accounts.
 - Attending meetings of the Finance & Sustainability Subcommittee.
 - Developing and maintaining the financial reporting system to ensure timely and accurate reporting.
- Financial Controls
 - Monitoring Finance controls to identify and implement any required improvements.
 - Periodically reviewing and updating key Finance policies, procedures and frameworks.
 - Organising periodic training for staff across the organisation to share updates and guidance on Finance best practice.
- Annual Budgets and Variance Analysis

- Liaising with stakeholders across the organisation to produce the Annual Budget.
- Coordinating with managers in key organisational areas to develop and roll out individualised analyses and budgets.
- Reporting monthly to Senior Managers and Coordinators.
- Statutory Requirements
 - Ensuring all statutory requirements are met, including taxation, charitable and legal requirements.
 - Company Secretarial duties. e.g., adding and removing directors as appropriate and liaising with Auditors on annual returns.
- Payroll
 - Supporting the payroll function as required.
 - Reviewing and approving monthly payroll.
- Cash flow and Banking
 - Profiling cash flows and ensuring the organisation operates within its banking facilities.
 - Liaising with bankers about facilities.
- Supporting the Director of Finance and Administration with
 - Costing for current and future services
 - Agreeing Service Level Agreements with Funders
 - Managing financial risks
 - Reporting to the Board

Other Specifications:

- Maintain a safe, inclusive, and respectful environment.
- Commit to equality, diversity, and human rights.
- Uphold WALK’s Vision, Values, Ethos and Mission.

Personal and Professional Development:

- Engage in ongoing training and development, committed to continuous improvement and performance development including reflective practice.
- Understand and follow all relevant policies and procedures.
- The individual will have an opportunity to
 - Participate in the growth of the organisation.
 - Enhance team management skills.
 - Develop a wide range of sector specific financial management skills.
 - Avail of flexible working arrangements.

In addition to the above-mentioned responsibilities, employees may be required to carry out such duties as may reasonably be required and determined by the Director of Finance and Administration.

Person Specification

Specific Requirement for Qualifications and Experience	Essential	Desirable
Recognized accountancy qualification (CAI, ACCA or equivalent)	x	
Experience with SAGE or equivalent accounting software	x	
Experience in preparing budgets, forecasts and management accounts	x	
Technical accounting knowledge, for example the Charities SORP	x	

Team or Project management experience		x
Proficiency in Microsoft Office suite (especially Excel and Word)	x	
Specific Requirement for Skills and Competencies	Essential	Desirable
Networking Skills		
Build strong interpersonal relationships with colleagues and work effectively in teams and independently	x	
Positive attitude, outlook, and mindset when interacting with others	x	
Ability to create a welcoming, comfortable environment that encourages others to engage with you	x	
Communication and Interpersonal Skills		
Resilience, Openness to Change & Teamwork	x	
Emotionally intelligent team player with empathy for others.		
To be able to communicate clearly and effectively with staff teams	x	
Excellent interpersonal and communication skills	x	
Personal Competencies		
Ability to influence decisions	x	
Problem solving	x	
Flexible attitude, with the ability to work to tight deadlines.	x	
Managing and leading staff		x

Values-based Specification

Area	Specific Requirement
Human Rights Based Approach	<ul style="list-style-type: none"> • Ensure financial decisions uphold equality and non-discrimination. • Allocate resources in ways that protect and promote the rights of people we support. • Understand and apply ethical principles in budgeting and funding.
Socially Inclusive	<ul style="list-style-type: none"> • Support initiatives that maximise participation of people with disabilities or older adults in community life. • Ensure financial planning enables socially valued roles
Respectful of the Right to Self-Determination	<ul style="list-style-type: none"> • Understand person-centred care and can demonstrate treating people as individuals and respecting choices • Advocate for budgets that allow personalised supports and choice.
Accountability and Transparency	<ul style="list-style-type: none"> • Maintain clear, honest reporting to stakeholders, including funders and regulators. • Promote trust through compliance with statutory requirements.
Oriented Towards Learning and Continuous Improvement	<ul style="list-style-type: none"> • Striving for quality in everything we do, recognising and understanding what quality in care means for people we support • Being accepting about criticism and focusing on improvement • Being open to new opportunities for learning and identifying the limits of skills and knowledge

Flexible, Resourceful and Creative	<ul style="list-style-type: none">• Respond creatively to funding challenges while safeguarding service quality.• Balance cost efficiency with person-centred care priorities.
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This job description indicates the main functions and responsibilities of the post and is subject to review and amendment in the light of changing circumstances and may include other duties and responsibilities, as may be determined from time to time.