

## Job Specification for

### Chief Financial Officer (Part Time)

Codema is excited to announce that we are recruiting for a new part-time Chief Financial Officer to apply their expertise in a flexible, impactful and mission-driven organisation

Codema has been successfully flying the flag for sustainable, low-carbon energy and climate mitigation for over 25 years, and we believe our success is attributed to the dedication of our team who are driven by knowing that what they do has a positive impact on our environment and our future. We are proud of what we have achieved in the past and even more excited about the future and the next chapter for Codema. We are looking for someone who shares our passion and values to expand our team and join us on our success story.



#### We are looking for

- A person with strong attention to detail, ensuring accuracy in financial management while maintaining high standards of governance and reporting.
- An excellent communicator who can translate complex financial data for diverse stakeholders and work collaboratively with internal and external teams.
- A big-picture mindset with the ability to align financial strategies with the organisation's long-term goals and drive organisational growth.
- A solutions-oriented individual who thrives in a dynamic environment, able to identify challenges and implement effective solutions.
- A finance professional with strong ethics, integrity, and a genuine passion for contributing to the mission of a non-profit organisation.

## Why join Codema

- Use your skills to make a difference by working in a public good company where everything you do will contribute to reducing emissions to protect our future and our environment, and enhance the everyday lives of Dublin's citizens
- Be part of an award winning and innovative company with a highly skilled, dedicated and passionate team
- An all-inclusive employer that recognises the benefits of diversity in the workplace
- A learning organisation with a growth mindset that encourages career and personal development
- An indicative salary of €75,000 pro rata - this is a flexible part-time role (exact hours negotiable to suit candidate's schedule).
- Paid Family Leave Policy (eligible after 12 months)
- 4-week's annual leave plus additional designated Christmas leave (Pro-rata)
- Opportunity to work from abroad for a set period of time (currently 4 weeks)
- Excellent personal development and training opportunities
- Flexible working hours & blended working opportunities to facilitate work-life balance
- Opportunity to network across EU energy sector, share best practice with our European partners
- Company pension with Employer contribution (eligible after 6 months probationary period)
- Codema is one of 12 innovative companies participating in the Four Day Week Pilot programme - 100% pay, 100% output, 80% time - (eligible after 6 months probationary period)
- One paid professional subscription per annum
- Life assurance & critical illness protection cover
- Employee wellness programme
- Tax saver commuter ticket scheme
- Cycle to Work scheme



## What you will do

- Lead and oversee all financial operations for the organisation, ensuring alignment with the mission and objectives.
- Trusted partner to the Board and CEO on strategic decision-making, developing robust financial analysis and identifying opportunities for cost-saving and revenue growth.
- Lead compliance with financial regulations and drive best practice in governance standards, and reporting requirements, particularly in the non-profit sector
- Develop and implement robust financial strategies, policies, and controls to maintain long-term sustainability.
- Provide accurate and timely financial reporting to the board and CEO, ensuring financial transparency.
- Conduct in-depth financial analysis to support strategic decision-making, identifying opportunities for cost-saving and revenue growth.
- Prepare and manage budgets, forecasts, and cash flow models to optimise resource allocation.
- Ensure compliance with financial regulations, governance standards, and reporting requirements, particularly in the non-profit sector.
- Oversee tax planning and compliance, ensuring the organisation's tax position is well-managed.
- Review and manage the company's accounting systems and processes to ensure efficiency and accuracy.
- Lead financial audits and manage relationships with external auditors, tax advisors, and other key financial partners.
- Oversight of day-to-day accounting functions, ensuring accuracy in all financial records, reports, and transactions.
- Maintain effective communication with other teams to ensure financial goals are met and aligned with organisational objectives.
- Provide mentoring and leadership to any finance team members, promoting professional growth and best practices. Responsible for one full-time direct report who will support with routine tasks.
- Team player working closely across all departments of the business

## Minimum Requirements

- Chartered Accountant (ACA, ACCA, CIMA, or equivalent).
- Minimum of 3 years' experience in a finance role within an industry, ideally within the non-profit or SME sector.
- Strong ability to analyse complex data, identify trends, and offer actionable insights.
- Ability to balance detailed financial management with big-picture strategic thinking for organisational growth.
- Excellent communication and relationship-building skills; ability to work collaboratively with senior leadership and external stakeholders.
- Proficiency in Accounting Software; experience with accounting packages such as QuickBooks, Sage, or similar; strong IT literacy.
- High level of accuracy and attention to detail in financial management and reporting.

## Additional skills that would be a distinct advantage

- Knowledge of tax regulations and experience with tax compliance is highly desirable.
- Experience within the non-profit sector is desirable
- Preferably trained in a Big Four firm (Deloitte, PwC, EY, KPMG) with strong exposure to complex financial environments.

## Location

The Codema office is located at The Loft, 2 - 4 Crown Alley, Temple Bar, Dublin 2 and is only accessible via a staircase. The office is centrally located and accessible by a range of sustainable transport modes. Secure bicycle parking is available on-site and off-site in nearby public parking facility.

**Duration**      Permanent (Part time)

## Next Steps

Please e-mail Claire your CV and a cover letter at [recruitment@codema.ie](mailto:recruitment@codema.ie) by 12pm 6th December 2024. As we may be advertising several positions, please insert the title of the position you are applying for in the Subject Line of your email.

## About Codema

Our mission is to accelerate Dublin's low-carbon transition through innovative, local-level energy and climate change research, planning, engagement and project delivery, in order to mitigate the effects of climate change and improve the lives of citizens.

We aim to achieve this by:

- Working with the four Dublin Local Authorities in leading and influencing the low-carbon transition
- Making innovative energy projects mainstream with wide-scale impact
- Influencing national and European policy through our on-the-ground knowledge of best practice models in Europe
- Supporting networks of communities in developing a low-carbon energy model
- Identifying and championing best-practice, low-carbon transport and building solutions

Codema actively encourages good job satisfaction and personal professional development amongst staff and facilitates a healthy work-life balance.

For more information, please visit our website at: [www.codema.ie](http://www.codema.ie).

**Codema is an Equal Opportunities Employer**