



# Candidate Information Pack

## Finance and Corporate Services Manager

**ECO-UNESCO**  
June 2026



[www.ecounesco.ie](http://www.ecounesco.ie)



## About ECO UNESCO

ECO-UNESCO is a leading environmental education and youth organisation working to channel the passion, creativity and energy of young people into positive environmental action. Through its range of programmes and services it inspires, educates, empowers, and supports young people to act. It works across the island of Ireland and works with partners in Europe and internationally to conserve the environment and empower young people.

It works with young people in formal and nonformal settings, in secondary schools, youth services and communities across Ireland through our Young Environmentalist Awards, workshops, trainings or one of its affiliated ECO-UNESCO Clubs.

### Our Vision

- Our vision that every young person is empowered to protect and restore the environment

### Our Mission

- Our mission is to develop young people's knowledge, skills, values and confidence to take positive environmental action, learning to become active global citizens

### Our Values

- We empower young people with the knowledge, skills, values and confidence to take action to protect the environment.
- We are part of a wider eco system, we celebrate diversity and promote respect of each other and the world around us.
- We strive to have a positive impact in everything we do, for young people, the wider community and our environment.

## What we do

ECO-UNESCO's programmes empower and support young people to take action to protect and conserve the natural environment.

- We take a youth-centred approach and promote learning for, about and in the environment
- We develop leadership skills, confidence, self-belief and self-esteem
- We provide opportunities for young people to feel socially engaged and make new friends
- We include young people's views – they decide, they plan, they act and they engage their peers

## How we do it

Our work can be broken down into the following categories:

### Awards Programme

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9 Burgh Quay, Dublin 2 | Company No: 106860 | CHY No: 7225  
Registered Charity No.: 20015145

- Young Environmentalist Awards. This is an annual all-island environmental awards programme that recognises and rewards young people who raise environmental awareness and improve the environment.

Click [here](#) for more information

## Environmental Youth Programmes

- We deliver a wide range of expert youth programmes, including Youth for Sustainable Development, ECO-Choices, Youth Climate Justice and ECO-Clubs for young people who want to learn more about the environment, sustainable development and meet like-minded young people

Click [here](#) for more information

## Workshops and Training programmes

- We offer a wide range of expert, environmental workshops and training on key environmental issues to schools and youth organisations.
- We are a QQI Accredited training centre offering a range of courses from levels 3 to 6
- We develop a range of environmental education resources

Click [here](#) for more information

## Other Activities

- We are a member of UNESCO's ESDto2030 programme and its Greening Education Partnership.
- We are represented on a range of bodies incl. government committees, and we advocate for environmental education and education for sustainable development (ESD)

**For further information please see our Strategic Plan:**

[ECO-UNESCO Strategic Plan 2025-2028](#)



## Context

ECO-UNESCO is experiencing a period of growth, as it continues its mission to raise awareness of climate change and empower young people to protect the natural environment. The organisation benefits from a diverse range of funding sources, with more than 75% of funding coming from the government sector. It has a strong track record in attracting grants from the Department of Education and Youth, the Department of

Climate Energy and Environment, Irish Aid, Pobal, EPA, Local Authorities and EU funding. Grant income sources require ongoing application and reporting and there is a high level of administration associated.



ECO-UNESCO has a new Strategic Plan which will help guide the work of the organisation up to 2028. Part of this plan is to increase and diversify its funding base as outlined in its fundraising strategy. Work is ongoing to increase unrestricted funds through corporate sponsorship, philanthropic funding and donations, and self-generated income with a Head of Fundraising and Business Development now leading this work. With a complex funding portfolio, there is recognition that this needs to be complemented by additional financial and corporate resource and expertise at more senior level. In addition, charities have additional governance and compliance commitments, and the organisation is committed to ensuring this is adequately supported through the corporate services role.

## The Role

ECO-UNESCO is seeking a **Finance and Corporate Services Manager** to join the organisation. Reporting to the National Director (CEO) and working closely with the Head of Fundraising and Business Development and the Operations and Programmes Manager, the post holder will ensure sound financial management for the organisation whilst overseeing a range of key corporate service functions. The role will be responsible for maintaining financial records and accounts, developing budgets, risk management, annual audits, and compliance, whilst supporting a range of core services including IT and CRM systems and buildings and facilities management. The Finance and Corporate Services Manager will be supported by a full-time Office Manager.

The successful candidate will be experienced in a similar role, having managed funding and finances and ideally other office functions. If lacking experience in the latter, a willingness and capacity to develop skills in managing corporate functions is vital. A critical thinker and constructive problem solver, they will be energetic, focused, results driven and resilient. Excellent financial and analytical skills are a must, as is the ability to contribute strategically whilst ensuring attention to detail. The ability to understand and communicate complex information with authority and to identify and manage risk is also vital as is the ability to plan a varied work programme and build constructive relationships within and external to the organisation.

The purpose of this senior position is to ensure the sound financial management of the organisation whilst overseeing a range of key corporate service functions. The role will be responsible for maintaining financial records and accounts, developing budgets, risk management, annual audits, and compliance, whilst supporting a range of core services including IT and CRM systems and buildings and facilities management. Reporting to the National Director (CEO), the post holder will work as part of the senior management team, alongside the Operations and Development Manager and the Head of Fundraising.

ECO-UNESCO is young person centred and its programmes and initiatives on the environment are engaging, empowering, educational, and fun. The organisations creativity places it at the cutting edge of the charity sector and the feedback received from people who participate in its programmes provides a great source of motivation. Anyone who applies for this role should have personal values that are in-line with those of ECO-UNESCO.

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Registered Charity No.: 20015145



The primary objective of the role is to ensure effective financial management for the organisation whilst supporting a number of key corporate service areas. The role will have two aspects:

- **Strategic financial planning and effective governance** - supporting the National Director (CEO), SMT and board to oversee and deliver ECO-UNESCO's mission and strategy by providing financial and corporate input and expertise.
- **Operational management** – supporting the day to day running of the charity through the provision of a comprehensive and effective financial management service whilst overseeing the delivery of key corporate services areas including IT and the Salesforce CRM system and building and facilities management.

A typical day will be varied and multi-dimensional and the role will suit someone who understands that financial and corporate stability are vital components that underpin the reputation and credibility of any NGO. Attention to detail in ensuring that essential services function well whilst retaining the ability to see the big picture is key. Whilst the role is largely internal, ECO-UNESCO is an exciting, fun and energising place to work and this position underpins the organisational stability needed to ensure vital activities take place every day that change young people's lives and protect the environment.

### Key information about this role

- This is a full-time permanent position (35 hours week week) (*subject to continued funding*)
- This role will be based at 9 Burgh Quay, Dublin 2 with options for hybrid working from home
- Starting salary for the position is between €58,000 - €65,000, dependent on experience (35 hour week)
- The annual leave entitlement is 30 days
- Pension – employer matched contribution after 6 months
- An Employee Assistance Programme is available to all staff.
- Bike to Work Scheme is available
- Taxsaver Scheme is available



## Key Responsibilities:

### Senior Management – Strategic Finance, Audit and Governance

- Preparation of detailed financial information for board meetings, the AGM and Annual Report.
- Financial reporting to the Board and relevant sub committees.
- In conjunction with the National Director providing administrative support for the Board and committees.
- In conjunction with the National Director and Board, preparing and monitoring the organisations Risk Register.
- Preparation of the annual organisation budget in conjunction with National Director and relevant staff.
- Assisting with the preparation of project budgets in conjunction with the National Director and Development and Operations Manager and Senior Management Team.
- Cashflow management & revenue forecasting.
- Preparation of annual accounts for audit and liaison with external auditor on all queries.
- Participation in financial audits of core and project funding.
- Review and implementation of financial policies and procedures.
- Support for the organisation's compliance with regulatory obligations – including, but not limited to the Charities Regulator Governance.

### Operational Management – Book-keeping, Accounting and Reporting

- Maintaining and managing ECO-UNESCO's monthly accounts, including day to day book-keeping.
- Preparing monthly management accounts- P&L, Income and Expenditure, Balance Sheet and Cash Flow Forecast.
- Liaising with the payroll provider in the preparation of fortnightly payroll and P30 returns.
- Reconciliation of all accounts and generating financial reports as requested including monthly profit and loss, income and expenditure, quarterly reports and ad hoc funding reports.
- Monthly review of aged debtors and creditors.
- Preparation of monthly reconciliations including bank, credit card and petty cash.
- Preparing and issuing invoices, monitoring debtors.
- Managing accounts payable for all supplier invoices, monitoring and controlling creditors.
- Management of the Procurement contracts register and ensuring compliance with Procurement policy and procedures.
- Placing surplus funds on deposit and monitoring of interest rates and rollover periods.
- Financial administration support for projects including preparation of financial reports for funders and ensuring compliance with funder requirements.



## Corporate Services – Buildings and Facilities, IT and CRM

- Responsibility for ensuring high quality corporate systems support to all areas of the organisation including procurement and contract management for key services and equipment such as IT and the Salesforce CRM.
- Supporting key corporate functions, including health and safety and HR ensuring HR policies are up to date and disseminated; and oversee all HR systems and procedures, providing support to line managers as appropriate.
- Ensure appropriate IT provision and support for organisational needs.
- Maintenance of the Fixed Asset Register
- Overseeing building / facilities management for the ECO-UNESCO central office.
- Provide strategic input and collaborate with colleagues as a member of the senior management team.

This list of responsibilities is not exhaustive and may vary from time to time. There is an expectation that all staff operate to the highest professional, ethical and performance standards. This includes adapting effortlessly to changing circumstances in ECO-UNESCO.

The person line manages the Administration team including an Office Manager. In addition, payroll is managed by an external accounts provider.

## Key Requirements:

### Qualifications/ Experience

- Experience in a similar position in financial management, budgeting and analysis and, ideally, other core operational/office functions or a willingness and ability to quickly take on the management of corporate responsibilities as part of the role.
- A relevant accounting qualification or experience in book-keeping and of maintaining/managing organisational finances and accounts.
- Proficiency in using online accounting systems and IT databases.
- Experience of working with multiple funding streams and monitoring performance

### Knowledge/Skills

- Excellent financial, numerical, data analysis and IT skills.
- Ability to think strategically as well as ensure attention to operational detail.
- Excellent communication skills, both verbal and written, with the ability to present financial information clearly and with authority.
- Ability to understand, interpret, summarise and present key points from legal and financial documents and contracts.
- Excellent planning and organisational skills with the ability to meet targets and work to deadlines.
- Good interpersonal skills and the ability to build constructive relationships with internal and external stakeholders.



- Ability to understand, manage and communicate risk.
- Good judgement and the ability to work with discretion.
- Ability to self-manage as well as contribute positively to a team.
- A critical thinker and constructive problem solver who is energetic, focused, results driven, stable and resilient.
- Close alignment with the values of ECO-UNESCO and its mission and vision.

### Desirable

- Experience in supporting corporate office systems and legal compliance and/or of managing the out-sourcing of key functions.
- Experience in or familiarity with SORP accounting and the Department of Public Expenditure and Reform Circular 13/2014
- Experience of working for a not-for-profit organisation
- Experience of financial reporting for government grants
- A working knowledge of the accounting package Xero and of working with CRM's such as Salesforce.

Note: ECO-UNESCO has an Equal Opportunities policy, and all employees are expected to develop an understanding of and commitment to equal opportunities.

### How to Apply

To apply for this role, please complete an Application Form and a cover letter outlining your suitability for the role to [recruitment@ecounesco.ie](mailto:recruitment@ecounesco.ie) by **Midnight Sunday 2<sup>nd</sup> August**.

Cover letters should be addressed to Ms. Elaine Nevin, National Director, ECO-UNESCO.

The closing date for applications is **Midnight Sunday 2<sup>nd</sup> August**.

Interviews will be competency based and seek to better understand your background, skills, and experience.

2<sup>nd</sup> round interviews *may* be conducted where the panel feel there is a need.

Candidates will be subject to Garda Vetting

Candidates may be placed on a panel for suitable future positions that may become available

For a confidential, informal discussion about this role, please contact [elaine.nevin@ecounesco.ie](mailto:elaine.nevin@ecounesco.ie) via email.



# ECO-UNESCO APPLICATION FOR EMPLOYMENT

Please complete all sections of the form.

|  |  |
|--|--|
| Position applied for:                  | Finance and Corporate Services Manager |
| Where did you see the post advertised? |  |

| Personal Details   |  |
|--|--|
| First name   |  |
| Surname  |  |
| Address<br><i>Please note, any successful candidate will have to be resident in Ireland upon taking up the position.</i> |  |
| Phone  |  |
| E-mail   |  |

| Current or Last Employment |  |
|----------------------------|--|
| Position                   |  |
| Employer                   |  |
| Date from/to               |  |
| Summary of achievements    |  |

| Previous Employment (please add additional rows if required) |       |     |           |
|--|-------|-----|-----------|
| Employer:  | From: | To: | Position: |
| Summary of achievements:                                     |       |     |           |



|                          |       |     |           |
|--------------------------|-------|-----|-----------|
| Employer:                | From: | To: | Position: |
| Summary of achievements: |       |     |           |
| Employer:                | From: | To: | Position: |
| Summary of achievements: |       |     |           |
| Employer:                | From: | To: | Position: |
| Summary of achievements: |       |     |           |
| Employer:                | From: | To: | Position: |
| Summary of achievements: |       |     |           |

| Education and Qualifications (please add additional rows as required) |      |    |                |
|---|------|----|----------------|
| School / college / University...                                      | From | To | Qualifications |
|   |      |    |                |
|   |      |    |                |
|   |      |    |                |
|   |      |    |                |

| Language Skills             |          |        |          |          |      |
|-----------------------------|----------|--------|----------|----------|------|
|                             |          | Fluent | Moderate | Learning | None |
| ENGLISH (fluency essential) | Speaking |        |          |          |      |
|                             | Writing  |        |          |          |      |
| IRISH                       | Speaking |        |          |          |      |
|                             | Writing  |        |          |          |      |



Add additional languages (with levels), or comments:

### Relevant Experience

Detail how your skills and experience **meet the requirements set out in the Job Description**

### Statement in support of your application

Please outline **your motivation for applying for this post.**

### Additional Questions

If successful, what is the earliest date that you could start the job?

Do you hold a current, full, clean Driving License valid in the Republic of Ireland?

Yes / No  
(Desirable but not essential)

### References

Please provide details of two referees, including your present or most recent employer. We will not contact your referees until we have contacted you and received your consent. Please ensure you have your referee's permission to share their contact information.

|   |          |  |
|---|----------|--|
| 1 | Name     |  |
|   | Position |  |



|          |  |
|----------|--|
| Address  |  |
| Tel. No. |  |
| E-mail   |  |

|   |          |  |
|---|----------|--|
| 2 | Name     |  |
|   | Position |  |
|   | Address  |  |
|   | Tel. No. |  |
|   | E-mail   |  |

| Declaration   |  |
|---|--|
| I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by ECO-UNESCO: |  |
| Signature of Applicant  |  |
| Date  |  |

Please e-mail your completed form to [recruitment@ecounesco.ie](mailto:recruitment@ecounesco.ie) with *Employment Opportunities – Finance and Corporate Services Manager (Private and Confidential)* in the subject line.

*Closing Date for Applications: **Midnight Sunday 2<sup>nd</sup> August***  
*Interview Date: provisionally scheduled for week commencing 18<sup>th</sup> August 2026*