Friends of the Earth is hiring a

Finance Manager

Closing date: midnight Tuesday 1st December 2026

About the organisation

Friends of the Earth Ireland is a community at the heart of the growing movement in Ireland for a just world with zero pollution. Our mission is to campaign and build movement power to bring about the system change we need for a just world where people and nature thrive. Our work seeks to shift systems and influence decisions in areas where there are strong competing interests, so we value people who are committed, thoughtful, energetic and flexible.

About the role

Friends of the Earth Ireland is recruiting a Finance Manager to oversee financial management, reporting, and financial governance at the charity. The role is vital in ensuring that all financial activities meet SORP (FRS 102) compliance, statutory obligations, and best practice standards while supporting the organisation's mission. This role combines financial management and leadership with a focus on transparency, accountability, and oversight. This is a position of responsibility in a small organisation which will report directly to the CEO with external specialist support as identified and required.

Why Join Friends of the Earth Ireland

Friends of the Earth is one of Ireland's leading and long-standing climate justice campaigning organisations working to tackle the most critical issues for people and planet. Joining the Friends of the Earth team is a chance to be at the beating heart of a vibrant community in Ireland and join an international movement within the global Friends of the Earth Federation across 70 countries.

This position provides an opportunity to work with an organisation which champions climate justice and works to ensure no one is left behind during this pivotal period in Ireland's climate and energy transition.

As a values-based organisation working for accountability, we prioritise high standards of compliance and financial management. This role works at the centre of the organisation and is an opportunity to lead and develop financial systems which are core to the sustainability of the organisation, its relationships with donors and supporters, and our accountability as a team.

In 2027, Friends of the Earth Ireland will launch its new Strategic Plan, so this is an exciting time to join us as we work to deliver the Strategy over the next three years.

Responsibilities

This role will contain the following responsibilities in the first instance and there is further scope to expand skillset and professional development:

Accounts and Financial Management

- Oversee financial policies and procedures, ensuring alignment with best practice and organisational compliance.
- Advise on financial implications of strategic decisions and provide clear analysis to non-financial stakeholders.
- Prepare annual budgets, cash flow forecasts, and long-term financial plans in collaboration with the CEO and senior team.
- Prepare monthly management accounts and financial reports for the CEO, Board, and relevant committees.
- Audit preparation and submission of SORP-compliant statutory accounts.
- Manage restricted, unrestricted, and designated funds to ensure proper compliance with donor intentions and regulatory requirements.
- Maintain all accounting ledgers, data entry and bank reconciliations.
- Liaise with funders, institutional donors, and grant-making bodies regarding reporting, funding compliance, and contractual obligations.
- Oversee tender processes and service contract management where required.
- Other duties that may arise under this remit.

Compliance and Governance

- Ensure full compliance with Irish charity law, tax regulations, and statutory filing requirements (Companies Registration Office, Charities Regulatory Authority).
- Implement the requirements of Charity SORP in the Annual Report, including the Trustee's Annual Report and notes to accounts to provide detailed, transparent reporting by fund.
- Support Board and subcommittees with governance, including risk management, remuneration, and reserves policies.
- Prepare papers for, attend meetings and support the Audit and Finance Committee of the Board.

The list of duties is not to be regarded as exclusive or exhaustive. The successful candidate will be required to be flexible, to undertake other relevant duties as may reasonably be assigned, and to work within evolving organisational priorities and agreed ways of working.

About You

Essential skills or experience:

- Professional accounting qualification (ACA, ACCA, CIMA, or equivalent).
- Minimum three years' experience in financial management.
- Proven experience preparing management accounts, statutory accounts, and reports for Boards and senior management.
- Experience with budgeting, forecasting, and strategic financial planning.
- Experience of financial compliance, and reporting obligations.

- Understanding of SORP (FRS 102) charity law in Ireland, compliance, and reporting obligations.

Personal attributes and competencies:

- Commitment to the organisation's mission and values.
- Excellent presentation, communication, and interpersonal skills for engagement with non-financial stakeholders.
- Attention to detail and strong analytical skills.
- Proactive, problem-solving mindset with resilience and adaptability.
- Ability to work collaboratively in small teams with multiple priorities.

Statement on Solidarity, Participation and Inclusion

A commitment to solidarity, participation and inclusion is one of the fundamental values of Friends of the Earth. We therefore endeavour to ensure that everyone, particularly marginalised and disadvantaged groups who might be affected by policy are considered and included in the conversation. We acknowledge our privilege as people working in an NGO and understand the fact that there may be barriers to participation. We strive to expand and diversify civic engagement, by creating spaces for everybody to participate and be included in activism and political change.

As part of this commitment to the values of solidarity, participation and inclusion we strongly encourage applications from those with identities under-represented in the environmental movement, for example: people of colour, LGBTQIA+ people, people seeking international protection or with refugee status, people with a disability/disabled people, or people are who members of an ethnic minority including Irish Travellers.

Terms and Conditions

At Friends of the Earth Ireland, we offer a dynamic, collegiate and values-driven working environment alongside highly flexible working arrangements, including part-time, hybrid and remote options where possible. We also provide generous annual leave with a strong culture that encourages staff to fully disconnect while taking time off.

Our benefits package includes a Bike to Work scheme, a 6% contributory pension, Privilege Days for the Christmas/New Year period and, access to an Employee Assistance and Wellbeing Programme to support staff health and wellbeing.

Conditions are according to Irish legislation including the legal ability to live and work in Ireland. Friends of the Earth Ireland is an equal opportunities employer. We are committed to creating an inclusive workplace that values diversity and welcomes applications from people of all backgrounds, communities and experiences. We do not discriminate on the basis of gender, civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller community or socio-economic background. We particularly encourage applications from groups underrepresented within the climate and environmental sector.

Contract duration: This is a permanent contract, subject to organisational funding. As a non-profit organisation all roles are subject to funding. A 6-month probation period applies.

- **Hours per week:** This is a full-time post (35 hours per week). The organisation would consider a proposal from the successful candidate for flexible working patterns or a reduced working week.
- **Location:** The position is based in our office in Mount Street Upper in Dublin 2, however we continue to facilitate hybrid working in so far as practicable. The post-holder will need to be willing and able to be in Dublin on a weekly basis for certain meetings and activities as required by the role.
- **Annual Leave:** Full-time employees get 25 days paid annual leave a year.
- **Salary:** The current scale for this post at fulltime gross annual salary is between €42,000–€62,000 depending on experience, with incremental pay increases every 12 months. We welcome candidates with the relevant qualifications who wish to discuss a shorter working week of four days or compressed hours.

To Apply: Send your CV with a 1-page cover letter to jobs@foe.ie by midnight Tuesday 1st December 2026 – please include the role title in the subject of your email.

Please email **info@foe.ie** if you would like a confidential discussion about the role.

All documentation received by Friends of the Earth will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Friends of the Earth in the processing of job applications and for ongoing administrative purposes with job candidates.