

Restorative Justice Services: Operations and Finance Manager **(<https://www.activelink.ie/node/115544>)**



OPERATIONS AND FINANCE MANAGER

Restorative Justice Services is seeking an **Operations and Finance Manager** to join its Leadership Team.

Reporting to: Chief Executive Officer

Location: Dublin City Centre

Hours: 35 hours per week

Contract Type: Permanent subject to funding

Salary: PayScale starting at € 47,000

About RJS

RJS is a voluntary organisation that works restoratively with people affected by crime.

In partnership with our stakeholders, we offer restorative programmes that focus on meeting the needs of victims of crime whilst challenging the behaviour of those who offend.

Role

The “Operations and Finance Manager” role is primarily based onsite in our Office in Marshalsea Court, Dublin 8, however, travel will be associated with this post.

The role is a multi-disciplinary role, which not only requires financial skills but also general operational skills. The successful candidate will be expected to navigate the multi-faceted requirements of the role.

Duties and Responsibilities – (Summary only, see full Job Description):

- Management of the Administrative Team
- Finance
- HR support
- Governance
- Facilities
- Compliance and Health & Safety

Note: The duties listed in the job description are not exhaustive and you may be expected to perform other duties as are reasonable in the course of your work with Restorative Justice Services.

Person Specification (Summary only, see full Person Specification)

- At least three years of experience of general operations management with financial
- administration and accounting experience.
- Hold accountancy qualification or be working towards accountancy qualification
- Experience of manual and computerised accounting systems
- Excellent administration skills and attention to detail with a thorough knowledge of MS suite
- Strong leadership and organisational skills.

Benefits in working with Restorative Justice Services

- 27 Annual Leave Days
- 2 Organisation Days (At Christmas and Easter)
- Sick Leave scheme
- Employment Assistance Programme
- Commuter Tax Travel Savers Ticket
- Contributory Pension Scheme

To apply

- Send a copy of **CV and a cover letter** demonstrating suitability for the role, to recruitment@rjs.ie (<mailto:recruitment@rjs.ie>) by **5.00pm Monday 9th of June 2025**. Applications received after the deadline will not be considered.
- Please mention "*Operations and Finance Manager*" in the subject line of your email.
- **It is anticipated that In-person interviews will take place between June 16th and June 25th – This is subject to change based on the availability of the Interview Panel.**

Selection Process

- Selection will involve short-listing of applicants for interviews based on cover letters and CVs submitted. The short-listing selection criteria are based on the requirements of the job as outlined in this job description. Only short-listed applicants will be contacted.
- The post will be subject to Garda Vetting.
- Canvassing will disqualify.
- RJS may form a panel from which future vacancies may be filled.

Restorative Justice Services is an equal opportunities employer and is compliant with the Work Life Balance and Miscellaneous Provision Act 2023

Region

Dublin 8

Date Entered/Updated

12th May, 2025

Expiry Date

9th Jun, 2025

Attachment

[Operations and Finance Manager- RJS -April 2025.pdf](#)

Size

253.39
KB

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/115544-restorative-justice-services-operations-and-finance-manager>