



Financial Transformation Project Manager - Remote

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and supports and advocating for the rights and needs of all people living with dementia and their Carers.

Our vision is an Ireland where no one goes through dementia alone and where policies and services respond appropriately to the person with dementia and their Carers, at the times they need support. A national non-profit organisation, The Alzheimer Society of Ireland is person centered, rights-based and grassroots led with the voice of the person with dementia and their Carer at its core.

The ASI is currently recruiting for a **Financial Transformation Project Manager**, who will report to the Head of Finance and Management Services.

This is a Purpose Only Contract working 35 hours per week. The specific purpose is to assist the finance team on ASI's Digital Transformation project.

The successful candidate will work closely with the FMS providers in the design, configuration, testing & live implementation of the system. As part of Digital Transformation project, ASI is implementing a new Chart of Accounts and Reporting structure. The successful candidate will be an integral part of the Digital Transformation project advising on the accounting and financial impact of ASI's replacement of multiple systems.

The successful candidate will be a dynamic and results orientated finance professional with experience in a busy finance function and in the management of staff. Previous FMS implementation experience preferred.

Salary will be commensurate with the care sector, and dependent on relevant experience. This is a **Remote role** but will require some onsite activities in Blackrock Co Dublin

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to recruit@alzheimer.ie

The closing date for applications is **7th November 2025**.

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

FINANCIAL TRANSFORMATION PROJECT MANAGER - JOB DESCRIPTION

PURPOSE OF POSITION:

ASI are embarking on the replacement of their Finance Management System (FMS). We are looking for an accountant to implement the project with guidance from the Finance Manager & ASI's Head of Finance. The successful candidate will work closely with the FMS providers in the design, configuration, testing & live implementation of the system.

As part of ASI's Digital Transformation project, ASI is implementing a new Chart of Accounts and Reporting structure. The successful candidate will be an integral part of the Digital Transformation project advising on the accounting and financial impact of ASI's replacement of multiple systems.

The successful candidate will be a dynamic and results orientated finance professional with experience in a busy finance function and in the management of staff. Previous FMS implementation experience preferred.

Salary will be commensurate with experience.

Key Accountabilities:

Accounting Practices

- Become familiar with ASI's current accounting practises & requirements
- Input ASI's requirements into the design & implementation of the FMS
- Keep good standard practise to the fore in the design & implementation of the FMS.
- Be particular in continuing to make ASI compliant with charity reporting regulations (SORP).
- Ensure the new system captures requirements for statutory audits.

Chart of Accounts & Reporting Structure

- Implement ASI's new Chart of Accounts & reporting structure in the new FMS
- Manage the logistics of migrating data from existing structure
- Work with other departments to implement the new reporting structure in all applications across the organisation

Financial Reporting and Review

- Input to the design and implementation of bi-monthly financial statements with supporting schedules
- Ensure ASI's statutory reporting requirements are met for year end
- Ensure ASI's reporting on the new FMS meets the reporting criteria required by external stakeholders

Data Migration

- Plan and execute the migration of the financial data from legacy systems.
- Ensure data integrity and accuracy.

Testing and Validation

- Develop test cases and perform, system testing (Unit, integration, CAT)
- Troubleshoot and resolve issues

Training Support

- Train end users and create documentation, and process manuals.

General Ledger Function

- Input to the design and implementation of the general ledger function such as journal processing, accruals C prepayment processing, reversing C reclassification journals etc.
- Input to the design and implementation of a new budget management process.
- Implement the upload C reconciliation of weekly C monthly payroll files
- Oversee migration of opening balances C prior year comparatives from existing system.

Bank Reconciliation Fundraising

- Input to the design and implementation of bank management C bank reconciliation
- Work with fundraising on the import of income from fundraising sources C reconciliation of same

Debtors Ledger s Funder Reports

- Implement debtors for ASI in the new FMS (limited)
- Ensure schedules required for funders are forthcoming from FMS and where required Operations.

Fixed Asset Register

- Input to the design and implementation of the Fixed Assets including accounting for Leases
- Work with IT and other Departments on Asset Tracking including purchase, movement C obsolescence.
- Establish reconciliation processes for asset management
- Oversee migration of assets including all accounting components required.

Purchase to Pay

- Migrate accounts payable invoice function from an customised solution to the new FMS
- Introduce, in a time scale to be agreed, purchase requisitioning / purchase ordering
- New features expected to be implemented include approval process for purchases and/or invoices; managing AP through use of softcopy documents, creation of new reports to manage the purchase to pay process.

Systems Administration s Training

- Develop processes and procedures to accompany the new FMS
- Set up C management of users on the system
- Create training material as needed for the organisation and finance department
- Train end users as part of the implementation

Communication s Collaboration

- Communicate with end users, managers C the wider organisation on changes C timelines
- Work with the Project Management Office on the FMS implementation
- Work with the vendors of FMS implementation
- Work with other managers and departments when required as part of the Athrú programme
- Work with the ASI change management lead on the creation C execution of change management plans
- Work closely with the Finance Department, Finance Manager and Head of Finance, throughout

The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. The holder of this position is required to respond with a flexible approach when tasks arise which are not specifically covered in this job description

PERSON SPECIFICATION:

Knowledge/Experience:

- Experienced Qualified accountant – CMA, ACCA, ACA, CPA
- A minimum of three years' recent experience in a similar finance management role
- Hands on experience with financial implementation or upgrades
- Project Management certification
- Strong accounts preparation, production, and presentation experience, within set deadlines and cycles
- Previous experience implementing financial systems
- Strong knowledge of how IT systems can support efficient financial workflows
- Strong experience providing training to managers on financial policies and procedures
- Experience working in a small finance team supporting a large, fast-paced organization with a multi-site structure is desirable

Skills/Competencies:

- Excellent numerical ability, analytical ability and attention to detail
- Strong communication and interpersonal skills
- Strong IT/system skills in advanced Excel skills (minimum standard VLOOKUP's, Sumifs,).
- Account Packages experience Exchequer, Implicit desirable
- Strong knowledge and understanding of how IT systems can support efficient financial workflows and provide effective business support
- Excellent written and oral communication skills
- Highly organized