

ROLE PROFILE

JOB TITLE:	Lighthouse Finance Coordinator	REPORTING TO:	Lighthouse Program Manager
TEAM:	Lighthouse Team	DATE:	March 2026
LOCATION:	Dublin	CONTRACT TYPE:	2 years fixed (to be made permanent if funding secured)
WEEKLY HOURS:	35 hours	SALARY:	Grade G

Principal Objectives:

The Lighthouse, the Global Protection Fund, team manages the functioning of the Lighthouse programme and is housed at Front Line Defenders. The team leads on all aspects of managing the fund, including donor relationships and reporting as well as with consortium partners.

As the Fund is new, the team is currently small and agile. It comprises a Program Manager and this role. They will work collaboratively to ensure that procedures and policies of the new fund meet requirements from Front Line Defenders, donors, and consortium members.

The Lighthouse Finance Coordinator role is responsible for dealing with donor reports and donor audits by working collaboratively with the finance team, development team and grants team. They are responsible for liaising with consortium partners on their financial reports and requirements, ensuring these are done with accuracy.

They will also lead on developing budgets for proposals in line with donor requirements and are responsible for ensuring the financial management of the Fund within Front Line Defenders.

Responsibilities:

The key accountabilities and associated duties include:

Grant Financial Management & Donor Compliance

- Maintain accurate grant set-up in our accounting system (SAGE), including budgets, coding, and reporting dates
- Manage salary allocations across multiple donors, preventing double-funding or over-allocation, and maintaining 100% accuracy.
- Monitor grant income and expenditure against approved budgets and flag variances or compliance risks to the Finance Manager and Lighthouse

Program Manager

- Lead on compliance with donor financial rules, eligibility criteria, cost allocations, and reporting requirements
- Lead on Donors budget proposals with accurate financial data, forecasts, and risk analysis to strengthen donor submissions.
- Lead in ensuring timely submission of donor financial reports tailored to their specific requirements

Consortium Coordination and management

- Working with the Lighthouse Program Manager, lead on collating and reviewing financial reports for Lighthouse consortium members.
- Lead on ensuring adequate reporting mechanisms are in place, with clear and accountable financial reporting frameworks established.
- Ensure that accurate due diligence is in place to assess partners financial capabilities.

Financial Controls, Policies, and Procedures

- Develop, recommend, and implement appropriate financial policies and procedures in keeping with best practices followed in the not-for-profit sector.
- Ensure these financial policies and procedures accurately reflect the differing requirements of donors to Lighthouse.
- Lead on ensuring cash-flow management for Lighthouse.

Financial Reporting and Reconciliation's

- Prepare routine grant reconciliation's, including expenditure to general ledger, donor reports, the shared Database (CiviCRM), and supporting schedules
- Ensure all donor reports are reconciled to SAGE for accuracy and completeness.
- Assist with monthly and year-end reconciliation's relevant to Lighthouse.
- Support preparation of financial information for management, donor, and board reporting.
- Ensure financial records are complete, accurate, and audit-ready.
- Prepare and distribute detailed management reports to Lighthouse Program Manager, implementing changes, and maintaining full audit trails.
- Continuous improvement of management report format for Lighthouse Program Manager.

Ad-Hoc Duties: to support the Lighthouse team and other teams

- Work collaboratively and flexibly with all colleagues on any finance related matters.
- Any other reasonable duties as assigned by the Lighthouse Program Manager

This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on

requirements either now or in the future.

Key Relationships:	
<i>Internal:</i> Finance Team Members, Development and Protection Grant Team members;	<i>External:</i> Lighthouse Partners, Donors and auditors

Person Specification
<p>Knowledge and Skills:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Experience working in the NGO / not-for-profit sector • Familiarity with institutional donors and their financial rules and requirements(e.g. EU, FCDO, Global Affairs Canada, foundations) • Strong numerical and analytical skills • Ability to manage deadlines and multiple priorities • Clear written and verbal communications skills • Ability to work collaboratively with non-finance colleagues • Professional judgment and discretion when handling sensitive information • Strong understanding of donor-funded grant accounting and restricted fund management • Knowledge of donor financial rules, eligibility criteria, and audit requirements (e.g. EU, bilateral donors, foundations) • Experience reconciling donor reports to the general ledger and supporting schedules • Strong Excel skills for reconciliations, reporting, and financial analysis • Experience working with accounting systems (e.g. Sage Intacct or similar ERP systems) • High level of attention to detail and ability to maintain audit-ready documentation • Ability to interpret financial policies and donor agreements and apply them consistently <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Experience with multi-currency grant reporting • Have, or are working towards, a professional accounting qualification (ACCA, ACA, CIMA or equivalent) • Experience using donor or CRM databases (e.g. CiviCRM or similar)

Experience:

Essential:

- Minimum 5 years' experience in a finance, grants finance, or donor reporting role
- Demonstrated experience preparing donor financial reports and reconciliations for institutional donors
- Experience supporting donor audits or compliance reviews
- Experience working to multiple reporting deadlines across different funding streams

Desirable:

- Experience coordinating multiple donor audits concurrently
- Experience working with cost allocation methodologies and salary apportionment models
- Experience contributing to donor proposal budgets and financial narratives

Other requirements:

- Ability to handle confidential and sensitive financial and donor information with discretion
- Occasional requirement to work extended hours during donor reporting or audit periods
- Right to work in Ireland

Salary

€36,241 - €66,700 per annum (FLD Salary Grade G)

Placement on the range will be commensurate with experience and qualifications

Benefits include:

26 days of annual leave per year, pension scheme, paid healthcare, life insurance, income protection schemes, employee assistance programme, monthly well-being initiatives

Front Line Defenders Values:

1. Working with HRDs:

- Commitment to our Work
- Responsiveness to HRDs
- Decision Making & Problem Solving
- Exercising Good Judgement
- Listening
- Results Focussed
- Perseverance

2. Developing Myself:

- Self-Awareness
- Adapting to Change
- Proactive Learning
- Managing My Well-being

3. Working With Colleagues:

- Respect for the Individual
- Building Trust
- Collaborative Working
- Communication With Each Other

4. Leadership:

- Strategic Thinking
- Engaging With People
- Stewardship of Resources

Selection and Appointment:

- To apply, candidates need to submit a copy of their application - CV and cover letter - via the '**Apply now**' button;
- Cover letters should be addressed to Christopher Peel, **Lighthouse Program Manager**
- Only shortlisted candidates will be invited to attend for interview;
- It is anticipated interviews will be held during **March 2026**;
- The appointment is expected to be effective from **April 2026**;
- **Closing date; 4pm** (local Irish time) on **Friday, 03 April 2026**

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