

## **Job Title: Finance Officer**

**Job Purpose:** The Finance Officer is responsible for the integrity and accuracy of financial reporting and financial information relied on in the decision – making process by the Head of Governance and Finance. Ensuring that financial reporting is produced in accordance with best practice is a key focus of the role.

### **Finance**

- Completion of day-to-day Finance activities (e.g., payments, invoicing and journals)
- Maintaining accurate financial records.
- Preparation of monthly reconciliations (e.g., Bank Reconciliation)
- Preparation of monthly salary information and liaising with external providers (e.g., payroll provider and pension providers)
- Completion of VAT returns.
- Assist with Budget preparation.
- Completion of financial Funder reports in accordance with funder agreements including Statutory bodies.
- Dealing with all financial correspondence (e.g., suppliers and banking)
- Ensuring that the expense claim forms fall within the expense claim policy.
- Maintenance of Finance policies and procedures for review by Head of Governance and Finance.
- Assisting with quarterly Management Accounts preparation.
- Assisting with Audit preparations including liaising with Auditors when required.
- Liaising with and preparing reports for the Finance, Audit and Risk Committee, as necessary.
- Provide support to the Head of Governance and Finance as required.

### **Other**

- Act in accordance with the objectives and ethos of the Alliance.
- Participate in regular supervision with your line manager.
- Participate in team and staff meetings, service reviews/evaluations and contribute to the development of policy and practice within the organisation.
- Report any area of concern to your line manager in a timely manner.
- Show reasonable flexibility in relation to hours of work of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.

- Be vigilant to any health and safety risks, data protection of child protection risks in the workplace and bring any concerns to designated officers and/or your line-manager.
- Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- Undertake other duties as may be reasonably required from time-to-time.

### **Experience and Knowledge**

- Accounting Technician qualification or similar at minimum (e.g., part qualified professional accountant)
- Bookkeeping experience
- Knowledge of FRS 102 SORP and experience in not-for-profit sector desirable
- Experience with and aptitude for Microsoft Excel and Word.
- Knowledge of accounts software (e.g., SAGE, or similar)
- At least two years' experience in a relevant position.

### **Skills and Special Aptitudes**

- Ability to learn new tasks or processes.
- Ability to work on own initiative and to collaborate with colleagues from other teams.
- Strong Team player
- Excellent organisation skills and ability to produce accurate work.
- Committed, driven and hard working.
- Ability to prioritise competing demands and to meet deadlines.
- Ability to be able to multitask.
- Strong written and verbal communication
- Positive, consistent thorough and accurate
- Ability to work well within a small dynamic team.
- A commitment to the values of the Children's Rights Alliance.

**Location:** Offices of the Children's Rights Alliance, 7 Red Cow Lane, Smithfield, Dublin 7, Ireland with the possibility of hybrid working.

**Reporting to:** Head of Governance and Finance

**Terms:** This is a part-time position for 3 days a week. The full salary is €35,000 *pro rata* with a 5% pension contribution after six months. This is a two-year contract. The contract is subject to a probationary period.

**This is a rolling recruitment. The recruitment process will close once a suitable candidate has been identified. Please send a cover letter and CV to [jobs@childrensrights.ie](mailto:jobs@childrensrights.ie)**