



Title	Accounts Assistant Part -Time
Status	Initial One Year Fixed Term Contract
Location	Dublin 10
Reporting to	Finance Manager
Salary	BCP Officer Level 1 €30,000 - €35,000 starting point will be commensurate with experience paid pro rata to 17.5 hours per week. No employer pension contribution is available for this role. A PRSA scheme is available.
Hours of Work	Monday – Friday 17.5 hours per week

Role Description

Role Purpose - The Accounts Assistant is required to work as part of the Ballyfermot Chapelizod Partnership's Finance Team implementing objectives and actions set out in the Company's Annual Programme of Work and to work with the Finance Manager to implement the finance strategy of the Company. This financial strategy will be in alignment with the overall policy of the Ballyfermot Chapelizod Partnership to ensure that financial excellence is at the heart of the Company's success.

Duties of the role – The duties of the Accounts Assistant includes:

- Implement the finance department's responsibilities as outlined in the BCP internal financial procedures document
- Adhere to company policies and internal controls in order to maximize financial control and minimize risk exposure
- Ensure all information/documents received or held in the finance department are confidential and are stored/filed appropriately with access only for BCP personnel as directed by management
- Perform day to day processing of financial transactions including issuing of invoices, allocation of receipts, processing of cheque requisitions/invoices, timely payments to suppliers and allocation of payments
- Prepare bank and project account reconciliations on a monthly basis
- Verification of the Ballyfermot Chapelizod Partnership cheque requisition procedure/documentation prior to payments being processed
- Ensure the necessary back-up documents are attached to cheque requisitions to ensure a detailed audit trail exists i.e. tax clearance verification
- Recording transactions through the use of the Company's accounting software
- Work with the Finance Manager to ensure companies procurement policies are adhered to
- To assist the Finance Manager to compile reports for the Board, funders and key partner organisations as required
- Assist with the preparation of monthly financial reports for review by the Audit and Finance and BCP BOM
- Assist with the development and operation of the Company's Risk Register.
- Participate in all training/ development as directed
- Set-up payees and payments from time to time using the electronic banking system

- Assist the Finance Manager by carrying out duties assigned from time to time to ensure the smooth running of the finance department
- Run monthly budget v expenditure reports from the accounting software package
- Support the completion of internal and external monthly/quarterly/annual reports
- General administration duties within the organisation
- Ensure that the Company pension and life assurance insurance schemes are monitored, reconciled and payments are made in a timely manner
- Ensure compliance with the Company's data protection policies to ensure compliance with Data Protection legislation (GDPR requirements)
- Work with all members of the finance team to achieve departmental goals
- Assist with the administration and support of the SharePoint, and CRM systems
- Undertake other duties and responsibilities which are necessary to ensure the effective running of the finance department

Qualifications

The minimum qualification is leaving certificate. A qualification as an accounting technician would be welcome

Knowledge & Expertise

The Accounts Assistant should be able to demonstrate experience and expertise in the following areas:

- Experience of working in an accounts setting
- Expertise in financial systems implementation
- A record of planning, achievement and implementation in financial reporting
- Experience of computerised accounts e.g. TAS books

Skills & Competencies

The Accounts Assistant should be:

- Experienced in the keeping of accounts
- Experienced in the use of financial packages
- Able to conduct him or herself in a way that commands confidence and respect
- Computer literate in dealing with standard MS word and data processing, spreadsheet and communication packages

Character & Personal Qualities

- Be passionate about learning, creative and forward thinking
- Able to work in a self-directed dynamic manner, and to develop good working relationships with all stakeholders
- Appreciative of the main social, economic and environmental issues currently affecting the NGO sector
- Fair, impartial and open to new ideas and information
- A role model for lifelong learning and continuous professional development

Key Skills		
Candidates will be shortlisted on the basis of illustrating in their application that they fulfil the following criteria Examples that demonstrate the ability to fulfil the criteria should be included as well as the above competencies		
	Essential	Desirable
Education/ Qualifications:		
• Leaving certificate standard as a minimum	✓	
• Professional development in accounts eg accounting technician		✓

Advanced skills in the use of multi financial packages		✓
• Willingness to undertake professional development	✓	
• Trained in multiple finance packages		✓
Knowledge/skills:		
Ability to analyse wide ranging information to monitor & report on trends		✓
• In depth awareness of Financial reporting standards		✓
• In depth knowledge of computer systems	✓	
• Problem solving	✓	
• Experience in working directly with suppliers	✓	
• Communication skills –verbal and written,	✓	
• Financial control and budget management skills		✓
• Company focus	✓	
• To plan and organise at organisation and personal level	✓	
Experience:		
A minimum of three years' experience in an accounts department/setting	✓	
• Experience of working in a team environment	✓	
• Experience of team work in an accounts setting	✓	
• Experience of public procurement systems		✓
• Experience of payroll		✓
• Experience of preparing returns to revenue		✓
• Providing financial support in the development of new programmes and funding applications		✓