**Company Accountant**

Carlow County Development Partnership CLG

Location: Bagenalstown, Co. Carlow

Salary: Undisclosed

Contract: Maternity Cover 9 - 12 months

**Company Accountant (Maternity Cover – 9-12 months - Hybrid working available)**

This is an excellent opportunity for a highly motivated individual to lead the finance function in Carlow County Development Partnership CLG (CCDP) and gain experience and knowledge of working in a publicly funded organisation.

CCDP, established in 2009 is the local development company for county Carlow. CCDP is responsible for the strategic management and delivery of a range of economic and social development programmes and initiatives to individuals, enterprises and communities throughout Carlow Town and County.

**LOCATION:** (Hybrid option available) Company Offices, Main Street, Bagenalstown, Carlow.

**REPORTING TO:**   Chief Executive Officer

**Principal Responsibilities**

1. Co-ordination and processing of all payments and receipts for the company,
2. Full expenditure compliance with programme frameworks,
3. Control of detailed apportionment of costs across a portfolio of programmes,
4. Full compliance across all expenditure with the company procurement processes,
5. Administration of 8 separate bank accounts, including company credit card and petty cash,
6. Preparation and submission of all required returns/grant drawdowns to funders/ charities regulator
7. Preparation of financial statements up to trial balance stage,
8. Preparation of bi-monthly internal management financial statements,
9. Presentation of financial reports for Board of Directors,
10. Assist CEO with preparation of financial/budget plans for tendering opportunities,
11. Managing all aspects of payroll,
12. Implementation and monitoring of company apportionment policies,
13. Managing Company Registration Office (CRO) requirements,
14. Liaison and support for the internal audit committee,
15. Undertaking of internal control checks on in-house project files,
16. Liaison with the external company auditor,
17. Managing company insurance portfolio,
18. Other projects as assigned by the CEO.

**PERSON SPECIFICATION**

**TECHNICAL COMPETENCIES**

**Qualifications/Education**

* Third level qualification (degree or equivalent) in accountancy, finance or related discipline,
* Professional qualification desirable but not essential
* At least 5 years’ experience working in a financial role
* Computer skills including EXCEL, WORD, SAGE

**Knowledge of:**

* Corporate Governance
* Charities Code
* Public sector funding processes

**Behavioural Competencies**

The following competencies are essential for the role:

1. Ability to manage and control large volumes of data,
2. Ability to prioritise and respond effectively to multiple deadlines,
3. Effective team development,
4. Strong interpersonal skills,
5. Dependable,
6. Team player,
7. Results driven,
8. Solution oriented,

**Closing date: 5pm Friday 7th of October 2022**

**CV’s to:** **eharvey@carlowdevelopment.ie**