



Job Description and Person Specification	
Role Title	Finance Assistant/Accounting Technician - Part Time (3-day week)
Status	Specific Term Contract – Maternity Leave Cover
Location:	Northside Partnership, Coolock Development Centre, Bunratty Road, Coolock, Dublin 5
Reporting to	Northside Partnership Finance & Administration Manager
Salary Scale	Point 1 €32,182 – Point 3 €36,335 pro rata
Role Purpose	
Reporting to the Finance and Administration Manager, the Finance Assistant/Accounting Technician will be part of the finance team, with responsibility for supporting the Finance and Administration Manager in the preparation of monthly management accounts and year end accounts for a multi-function organisation.	
Responsibilities include, but are not limited to:	
Accounts Payable	<ul style="list-style-type: none"> • Manage all purchase processing for the business via SAGE 50 plus • Support the Financial Administrator on creditor list management i.e. set up new creditors as required and act as point of resolution for all supplier queries • Support the Financial Administrator on key supplier statement reviews on a monthly basis • Manage all queries from stakeholders • Ensure Northside Partnership adheres to all financial policies and best practice for purchasing (Public Procurement Guidelines).
Accounts Receivable	<ul style="list-style-type: none"> • Manage the invoicing process for the business including daily and monthly batch invoicing, ensuring accuracy with a right first time approach • Ensure customer statements are issued on a monthly basis and any queries from customers are followed up and resolved • Supporting Credit Control • Aged debtor monthly analysis, tracking, reporting and follow up with the Finance Manager
Cash and Bank Management	<ul style="list-style-type: none"> • Reconciliation of cash to bank and preparation of the monthly bank reconciliation and analysis, to be reviewed with the Financial Manager. • Maintaining Cash and Bank reconciliations to ensure all items are investigated and cleared in a timely manner.
Grant Management	<ul style="list-style-type: none"> • Assisting the Finance Manager with monthly, quarterly and annual grant funding return

Month/Year End Support	<ul style="list-style-type: none"> Assisting the Finance Manager in the preparation of monthly finance reports while adhering to strict deadlines, providing timely and accurate information
Payroll	<ul style="list-style-type: none"> Assisting the Finance Manager with Monthly payroll journals
Other Duties	<ul style="list-style-type: none"> Maintaining staff travel claims and ensuring internal control requirements are met. General accounts and administration duties
<p style="text-align: center;">Person Specification</p> <p>Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to Northside Partnership's ethos and vision. Northside Partnership is committed to implementing an Advantaged Thinking approach which focuses on identifying, developing and investing in skills, capabilities and assets of the people we work with. The successful candidate will ideally have the skills and attributes as detailed below.</p>	
Essential Criteria/skills & competencies	<ul style="list-style-type: none"> Accounting Technician qualification essential (ATI or equivalent) 3-4 years post qualification experience, in a busy accounting environment or similar High level of computer literacy Good working knowledge of Microsoft Office and SAGE 50 plus Ability to plan, prioritise and work to strict deadlines in a fast-paced, pressurised environment Problem analysis and problem-solving Excellent attention to detail and accuracy Excellent communication and numeracy skills Flexible approach to all areas of the role
Desirable Criteria/ skills & competencies	<ul style="list-style-type: none"> Previous experience working in the community/voluntary sector Previous payroll experience Adaptable and capable of working on own initiative Ability to work effectively and cooperatively with other departments and utilise a team approach to accomplish goals
<p>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in the position.</p> <p>The successful candidate will undertake on the job training/continuous professional development to carry out their duties effectively.</p>	



Terms and Conditions of Employment	
Location	Northside Partnership, Coolock Development Centre, Bunratty Road, Coolock, Dublin 5
Salary	Project Officer Salary Scale between €32,182 - €36,335 pro rata, salary negotiable depending on experience
Contract Type	This is a Specific Term Contract to cover Maternity Leave
Contract Hours	21 hours per week - 3 full days, Monday, Tuesday & Wednesday
Annual Leave	22 working days (pro rata) exclusive of public holidays
Travel & Subsistence	Travel and subsistence will be paid at public sector rates
Probation	A probationary period of three months will apply
Campaign Specific Selection Process	<p>Short listing will be carried out on the basis of information supplied in the application. The eligibility criteria for short listing are based on the requirements of the post as outlined in sections of this job description under "Essential, Desirable Skills and Personal Skills". Therefore, it is very important that candidates describe their experience in light of those requirements in their application.</p> <p>Those successful at the shortlisting stage of this process will be called forward to interview.</p> <p>Date of interview: 9th October 2020</p>