

Ballymun Job Centre Co-op Society Ltd., position of Accounts Manager

The Ballymun Job Centre Co-op Society Ltd (BJC) is a community-based organisation providing a range of employment services and innovative projects on behalf of private trust funds, Government Departments, and the EU Commission. It has an annual budget of €2 million. The BJC is looking to recruit an experienced Accounts Manager to support the Board and Manager in providing an effective financial system for the organisation and assist the Manager to efficiently manage all aspects of the finances of the organisations.

Key Responsibility is to assist the Manager to efficiently manage the day-to-day finances of the BJC and the main duties include:

- Monitor finances in order to assist in completing monthly and quarterly budgets, income and expenditure.
- Budget, income, and expenditure reports are produced for the Manager when needed.
- Financial reports are produced when required for funding agencies and claims to funders are submitted on time.
- Monitor all bank accounts ensuring all expenditure is correct and reconciled to the relevant nominal department ensuring there are no errors.
- Follow up with funders on money due to the BJC to ensure that payments are made.
- Advise the Board and Manager regarding expenditure relative to budgets.
- The financial systems are prepared efficiently for the annual audit and support the Auditor when carrying out the audit.
- Ongoing review of expenditure areas is undertaken and make recommendations for change to the Manager.
- Follow financial procedures manual and make recommendations if needed to the Manager to adapt or change the procedures.
- Work with the Manager to prepare budgets for funding applications.
- Monitor the financial management system put in place for each programme or project.
- Work with EU and other project's staff and partners to ensure expenditure is in line with budgets and reports are produced on time.
- Support the accounts staff in their roles ensuring an effective financial system is maintained.

Skills, Qualifications and Experience Required

The person should have a relevant Accounts Technician or 3rd level qualification. Experience working with Sage 50 and Brightpay payroll or similar payroll package is essential while experience working with Tas Books is an advantage. The person should have experience in audit preparations. Previous experience in a supervisory/team leader role is essential. The person should have excellent computer skills and experience working with MS Excel is essential. An understanding and/or experience of working within the Community and Voluntary sector and on European Project accounts would be a distinct advantage. A good team player with enthusiasm, drive, friendliness, and approachability. Responsive and adaptive to a dynamic work environment.

The person should possess the following skills and attributes:

The ideal candidate should have previous experience of working in a similar role and have excellent organisational, interpersonal, communication skills and a proactive, positive attitude towards work. The person should have experience supporting a team and consistently meet deadlines as well as

strong attention to detail and accuracy. A self-starter, comfortable working without significant direction the person should possess high level of professional responsibility and integrity.

Terms of Employment - This is a 39 hour per week, salary in the region of €60,886 - €70,213 per annum is on offer.

Following shortlisting, successful candidates will be invited to attend for interview. Garda Vetting may be required on appointment in line with BJC policy.

To apply - Please forward a letter of application with CV by 5:00pm on Monday 6th February 2023 to:

Mick Creedon, Manager, Ballymun Job Centre, Ground Floor, Civic Centre, Main Street Ballymun, Dublin 9 or email creedonm@bmunjob.ie

Ballymun Job Centre is an equal opportunities employer.