



Management Accountant

The Foundation for Investing in Communities

(Incorporating Business in the Community Ireland and the Community Foundation for Ireland)

Based in Phibsborough, Dublin 7

Part time: 21 hours per week (flexible working 3/5 days week)

Salary range: €30,744 to €38,430

Start date: ASAP

Business in the Community Ireland (**BITCI**) - www.bitc.ie - is the network for responsible and sustainable business. We believe that business is a key driver in the transition to a low carbon economy and to meaningful social inclusion. We advise close to 100 of the most progressive companies and engage business to engage in social inclusion programmes.

The Community Foundation (**CFI**) – www.communityfoundation.ie - believes in the power of philanthropy to deliver just and progressive social change. We empower people who want to make a difference through a model of philanthropy that is based on trust, effectiveness and impact.

Both BITCI and CFI have shared services which include Finance and HR and collectively have 70 employees with a combination of full and part-time, office and remote based talented and engaged staff.

Job Purpose

The role is operationally to support the finance and facilities department to deliver expected service as a shared service. The position reports to the Head of Finance.

The post holder will play a key role in the delivery of the Finance strategy. The range of duties includes supporting the organisation on Management accounts, financial accounting, project accounting, accounting for grants, bank and cash reconciliation, payroll, ICT and facilities support.

Primary Responsibilities

- Support and assist in preparation of the monthly management accounts to deadline (including income and expenditure variance reports, balance sheets, project reports, notes to the management accounts and cash-flow statements).
- Support and assist in preparation of the monthly management accounts file (including analytical review, fixed asset register, prepayments, accruals, bank reconciliations, reconciliation of all control accounts and supporting documentation for all balance sheet accounts).
- Participate in budget preparations as and when required.
- Prepare project reports in the format required by the various funders. Ensure all financial deadlines set by the Funders are met.
- Set up and maintain a database to record all financial aspects of funded projects.
- Draw-down project funding in accordance with contracts/agreements.
- Process all staff expenses ready for the payroll run.
- Manage the petty cash.
- Shadow the senior management accountant and Bookkeeper in order to cover their role in their absence (this includes all aspects of the Debtors and Creditors ledgers, procurement, and monthly payment runs).
- Ability to manage books at first entry.
- Facilities management--Work with receptionist to ensure office maintained and serviced to the appropriate standard.
- Assist in the preparation of the annual financial statements for audit (the financial statements are presented in accordance with the Statement of Recommended Practice 2005, Accounting and Reporting by Charities).



- Assist in liaising with the auditors during their annual audit.
- Make lodgements to the bank as and when required.
- Support the payroll function by providing accurate and timely information.
- Identify and promote cost savings to ensure we receive value for money.
- Research and identify new software, or new functionality, to improve the efficiency of the Finance Team.
- Review, improve and document our standard operating procedures.
- Research new technologies, methodologies and information relevant to your job.
- Carry out ad-hoc accounting research and projects.
- Promote equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of our work
- Such other duties as may be required from time to time as required which are consistent with the job.

Experience, Qualifications and Knowledge

- 2 years' experience in a similar role
- Professional accounting qualification (ACA/ACCA/CIMA/CPA qualified)
- Fluent written and spoken English.
- Proficient in the use of MS Office applications and computerised accounting packages, Exchequer would be an added bonus.
- Experience of working autonomously and the ability to work on own initiative.

Skills and Personal Attributes

- Energetic, self-motivated and takes initiative.
- Pays attention to detail.
- Excellent organisational skills.
- Meets deadlines and complete projects from initiation to completion.
- Ability to multi task and prioritise.
- Great interpersonal skills.
- Working knowledge of Health and Safety regulations in Ireland
- Exceptional organisational skills with ability to work to tight deadlines and prioritise tasks effectively.

What we offer:

- Generous Annual leave: 22 days annual leave per year pro rata, rising to 26 days after 1 years' service
- PRSA: Option to join the Company's PRSA scheme after six months' service
- Flexible working practices
- Training and Development Opportunities
- Volunteer days: two days paid leave per annum to be spent volunteering in the community and voluntary sector
- Access to our Employee Assistance Programme
- Cycle to work scheme
- Taxsaver commuter scheme

Applicants should be legally entitled to work in the EU

Please e-mail CV and cover letter to gabdul@bitc.ie. Closing date for receipt of applications is **5pm on Friday 20th September**. Interviews will take place on **Thursday 26th September** in our Offices in Phibsborough, Dublin 7.

The Foundation for Investing in Communities is an equal opportunities employer and promotes a policy of continuous personal and professional development to all staff.

The Foundation for Investing in Communities has a policy of interviewing candidates with disabilities who meet the essential criteria.