

Financial/ Management Accountant

Business in the Community Ireland is seeking a Financial/Management Accountant.

Based at our offices in Phibsborough, we are currently operating a hybrid arrangement. Office attendance will be required on a regular basis and may return to full time post restrictions.

Full time: 35 hours per week

Fixed Term 1 Year Contract (with the potential of extension).

Salary: 38,000 to €42,000

Start date: ASAP

Business in the Community Ireland (**BITCI**) - www.bitc.ie is a movement for sustainable change in business. In a dynamic and changing environment, sustainable businesses are successful businesses. Our purpose is to inspire and enable businesses to bring about a sustainable, low carbon economy and a more inclusive society where everyone thrives. We are the trusted advisers in sustainability and corporate social responsibility. By facilitating forums for reflection and action, we ensure that businesses anticipate and are ready to meet the current, pressing challenges of climate change, the pipeline of talent as well as the issues of social inclusion, diversity, and accountability.

Job Purpose

To provide timely, accurate, financial and management information for Budget Holders, Project Funders, Donors and the Boards. 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 funding, bank and cash reconciliation, payroll support, plus duties as assigned.

Primary Responsibilities

- 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).
- 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).
- 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.
- Manage all financial aspects of funding and donations.
- Draw-down project funding in accordance with contracts/agreements.
- Manage the petty cash.
- Provide cover to Accounts Payable and Receivable 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.
- Assist in 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 including preparing audit files containing all supporting documentation. Ensure all information per the auditor's checklist is included on the file.
- Make lodgements to the bank as and when required.
- Support the payroll function by providing accurate and timely information.
- 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
- Part qualified accountant (ACA/ACCA/CIMA/CPA) or qualified Accounting Technician
- Fluent written and spoken English.
- Proficient in the use of MS Office (advanced Excel) applications and computerised accounting packages (Iplitic or similar)
- 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, 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
- Tax saver commuter scheme

Applicants must be legally entitled to work in Ireland

To apply send a CV and Cover Letter to careers@bitc.ie by 5pm on 28th January 2022.
(include the words "Financial/ Management Accountant" in the subject line)

Interview will be held the week commencing 31st January 2022.

The Business in The Community Ireland is an equal opportunities employer and promotes a policy of continuous personal and professional development to all staff.

Business in The Community Ireland has a policy of interviewing candidates with disabilities who meet the essential criteria.