

ROLE:	Financial Accountant
SALARY:	€50,000 PER ANNUM, PRO RATA
LENGTH OF CONTRACT:	Full/ or Part time (subject to funding), 6 month probationary period.
LOCATION:	Hybrid role (Office Dublin Based)
REPORTING TO:	Finance Director
APPLY TO:	<u>careers@antaisce.org</u>
APPLICATION DEADLINE:	Friday 5th September 2025

ABOUT THE ORGANISATION:

Founded in 1948, An Taisce is one of Ireland's longest-serving environmental charities, fostering connections throughout Irish society. It is dedicated to preserving and protecting the nation's precious natural and built heritage. An Taisce is an authoritative, independent advocate for environmental and heritage issues and is not a part of government or a semi-state agency.

An Taisce is the national operator of a number of highly successful environmental education, sustainable and behaviour change programmes including Green-Schools, Blue Flag, National Spring Clean, Clean Coasts and Climate Ambassador.

About the Job:

An Taisce is recruiting a Financial Accountant to join the existing finance team. The team delivers the financial requirements for over 60 different funding arrangements, over 100 employees and approximately €9m of income and expenditure. This role gives the opportunity to work with a large and complex charity with a high standard of financial policies and procedures; learn the challenges of managing strict government funding; be a membership and volunteer organisation and meet the requirements of Charities Regulator.

KEY TASKS AND RESPONSIBILITIES:

- Produce budgets and performance against budget reports for the expenditure at funding agreement level
- Support the Finance Director in the ongoing updating of financial policies and procedures including planning, implementing, documenting and training
- Contribute to the month end process, including control account reconciliations, accounts receivable and payable review, bank and cash management, cost allocations
- Support the finance team in the delivery of documents and backup for the spend based claims, invoices, grant applications, donation requests, membership and other forms of funding on which the organisation relies
- Ad hoc projects as required – for example Annual Report, Insurance, estimates for funding proposals

PERSON SPECIFICATION

ROLE SPECIFIC REQUIREMENTS	
EDUCATION AND WORK EXPERIENCE	
- Accounting Qualification	Essential
- Experience of Charity Accounting	Desirable
- Understanding of SORP for Charities	Desirable
- Knowledge of Accounting Software	Desirable
SOFT SKILLS	
Excellent computer skills, particularly Excel	Essential
Excellent administration skills	Essential
Ability to manage a workload within tight deadlines	Essential
Excellent communications and interpersonal skills	Essential
Ability to work with stakeholders	Essential
Ability to work with non-financially orientated employees	Essential
Be a self-starter	Essential
Be dependable and flexible	Essential
Tact and diplomacy	Essential
Be committed to working as part of a team	Essential