

Accounts & Administration Assistant

Job Description

Job Title	Accounts & Administration Assistant
Location	The primary location is ARC Cancer Support Centre, 65 Eccles St. Dublin 7. Alternating with attendance at South Circular Road, Dublin 8 is required. <u>Hybrid working arrangement will be in place for this role</u>
Reporting Relationship	The Accounts & Administration Assistant reports directly to the Head of Finance & Transformation. Manages: No direct reports
Purpose of the Post	The Accounts & Administration Assistant main function is to support the finance department by maintaining accurate financial records, processing transactions, and assisting with reporting and compliance. Additionally, this role will support the Operations and Administration areas of the organisation with a diverse range of activities during this exciting time of change and development. This role is ideal for someone with strong attention to detail, basic accounting knowledge, a thirst to learn and develop in a proactive and dynamic environment and a proactive can-do attitude.
Roles and Responsibilities	Key Accounting Responsibilities: • Maintain accurate financial records using accounting software (Sage) • Process accounts payable and income • Reconcile bank statements, petty cash and company credit cards • Assist with funder returns and payroll preparation • Carry out month-end and year-end close processes • Reconcile all Balance Sheet Accounts • Prepare basic financial reports for management • Liaise with suppliers, services colleagues and funders regarding invoices and payments • Maintain filing systems for financial documentation

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	Other Responsibilities: • Support fundraising department with income recognition and data imports • Support the operations department with IT, Compliance, and Health & Safety activities • Support line manager in the identification, mapping and improvement of key organisational processes • Participate in small projects as the organisation evolves and develops (e.g. finding ways to automate financial processes) External and Internal Communications • Liaise with team members across different departments, including Services, Fundraising & Communications, and Operations. • Coordinate and schedule stakeholder meetings, and updates stakeholders as required. Other Duties • Carry out any other tasks required to support the successful completion of projects and the smooth running of the organisation
Eligibility criteria Qualifications and/or experience	Essential: • 1–3 years of experience in a bookkeeping role • A high level of proficiency in Microsoft Excel and accounting software • Strong numerical and organisational skills • Attention to detail and accuracy • Excellent communication and interpersonal skills Desirable: • An understanding and desire to develop in the use of Microsoft Power Tools • Experience in a small to medium-sized business environment • Familiarity with Irish tax and payroll regulations • A thirst to broaden personal skills and knowledge within a growing not for profit organisation
Essential skills, competencies and/or knowledge	Flexibility and Adaptability • Agile and flexible with strong aptitude for multi-tasking. • Comfortable managing shifting priorities in a dynamic environment.

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	Confidentiality and Professionalism • Strict adherence to confidentiality. • Approaches work with integrity, discretion, and a commitment to excellence. Proactive Problem Solver • Takes initiative to address issues and streamline processes. Team Player • Works effectively with colleagues across the organisation. Attention to Detail and Multitasking • Demonstrates excellent attention to detail and the ability to multi-task and balance multiple projects effectively. Equality and Inclusivity • Applies equality principles, ensuring an environment where diversity is valued, and equal opportunities are provided.
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