



## Job Description

Job title:	Finance Officer
Location:	Ruhama Head office at 3/4 Castle Street, Dublin 2
Reports to:	Head of Finance & Operations
Purpose:	The post holder will ensure Ruhama has robust governance and effective accounting management systems in place to provide accurate financial reporting and financial information to the Head of Finance & Operations.
Contract	Permanent and full-time 35 hours per week, rostered Monday to Friday in line with the needs of the service. Ruhama services are delivered between 9am-5pm 3 days per week and 11am-7pm 2 days per week.
Salary:	Competitive Salary range applies

### Key Duties may include but not limited to:

- Management of the accounts payable and accounts receivable with accurate allocation to the relevant funder.
- Management of the credit card, debit card and petty cash expenditure at month end.
- Reconciliation of monthly bank accounts.
- Prepare the monthly and weekly payroll for all staff to include pensions and other voluntary and statutory deductions.
- Preparation and posting of adjusting journals for monthly Management Accounts.
- Preparation of draft Management Accounts for review by the Head of Finance & Operations.
- Maintain the Fixed Asset Register.
- Assist in the preparation of the annual budget in collaboration with the Head of Finance and Operations.
- Assist in the preparation of annual audit to include - reconciliation of the deferred income, receivables, accruals and other balance sheet accounts as part of the year end management accounts.
- Preparation of quarterly and adhoc financial returns for funding bodies.
- Assist with funding proposals & other reporting requirements as appropriate.
- Keep up to date with all current accountancy practices i.e., Charity Law, Charities SORP.
- Provide support with the development and updating of robust financial procedures/policies in pursuit of financial best practise.
- Maintain appropriate filing of financial records and ensure proper backup of all files in line with GDPR.



- To carry out any other duties consistent with the role of Finance Officer as instructed required.

## **Person Specification**

### **Qualifications, Knowledge & Experience**

- A qualification in Accountancy or Finance or equivalent (ATI or Business/Accounting Degree minimum) or part-qualified ACA/FCA/ACCA/CIMA – *Essential*
- Knowledge & experience of SAGE 50 Accounting – *Essential*
- A minimum of 3 years' experience working in a Finance/Accounting role – *Essential*
- Excellent IT skills in MS Office with an emphasis on Excel – *Essential*
- Knowledge & experience of SAGE Payroll – *Desirable/Advantage*
- IPASS Certification- *Desirable/Advantage*
- Previous experience working in the NGO/Charity sector – *Desirable/Advantage*

### **Key Skills**

- Accurate financial information delivered in a timely manner to support organisational decision making.
- Proven ability to use own initiative and work well both independently and as part of the Ruhama team.
- Ability to take ownership and drive tasks through to completion.
- High degree of analytical, conceptual and problem-solving skills.
- Strong determination and attention to detail skills.
- Demonstrated capacity to work on your own initiative and as part of a team.
- Strong time-management skills along with the ability to prioritise, multi-task and meet tight deadlines.
- Excellent English both written and spoken.
- Strong team player with excellent listening skills and interpersonal communication skills.

### **Additional:**

Flexibility to be available as required with some occasional out-of-hours working to attend meetings.

Please note that successful candidates will undergo Garda vetting.

**Ruhama is an equal opportunity employer**