



## Finance Officer

### An Cosán

An Cosán (Irish for “The Path”) is Ireland’s largest community education organisation. The mission of An Cosán is to bring about social equality and an end to poverty through community-based adult education, the provision of early years’ education, wraparound services, including one-to-one tutoring and mentoring, and empowering social enterprise development. Since 1986 we have supported over 23,000 people to reach new pathways to empowerment via community education. Using innovative technology to deliver virtual access to its range of learning programmes, An Cosán reaches communities across Ireland.

The Finance Officer will operate within the ethos, values, policies and procedures of An Cosán, particularly in relation to Equal Opportunities.

Job Title:	Finance Officer
Reports to:	Finance Manager
Contract:	Permanent Full time (39 hours)
Salary:	The scale for Finance Officer role is €40,230 - €56,813  Salary is commensurate with experience
Auto-Enrolment Pension:	In accordance with The Automatic Enrolment Retirement Savings System Act 2024 and the new Auto-Enrolment Retirement Savings System, which came into force on January 1, 2026, An Cosán contributes an Employer Pension contribution in line with the legislative percentages in place for the relevant year in respect of gross earnings with An Cosán into the State-sponsored Auto-Enrolment Retirement Savings System, also known as 'My Future Fund'.
Annual Leave:	Length of Service Annual Leave Entitlement: < 1 year 24 days < 2 years 25 days < 3 years 26 days < 4 years 27 days
Location:	An Cosán, Kiltalown Village Centre, Jobstown, Tallaght, Dublin 24

### The Role

The Finance Officer will support the financial management and operational efficiency of An Cosán’s finance function. The role will strengthen financial management capacity and provide administrative and financial resources across key finance areas including maintaining accurate financial records, supporting budget management and assisting with financial reporting to funders.

## Key Responsibilities

### Monthly Accounts, Budgetary Processes and Reporting

- Support with the preparation of monthly accounts
- Maintain the debtors ledger
- Support annual audit preparation, including schedules, reconciliations, and supporting documentation
- Support with the preparation of budget information for inclusion in funding applications and annual budgets
- Preparation of supporting information for financial returns required by funders
- Analysis of pre-approved credit card expenditure
- Liaise with colleagues to provide up-to-date financial information
- Assist with cashflow monitoring and forecasting

### Banking

- Process pre-approved payments, payment files and internal transfers

### Payroll

- Provision of support to the payroll function as required

### Compliance / Administration / Other

- Oversee Pobal portal (Hive) to ensure accuracy of early years subventions
- Maintain the credit card register and the administration of credit card holders
- Maintain the register of financial policies and procedures and support organisational compliance with these requirements.
- Support process improvements and internal control development
- Participate in finance and governance compliance activities and contribute to maintaining effective financial controls and governance practices, as required
- Carry out any other duties as requested by the Finance Manager or the CEO

### Note:

This list of duties is not exhaustive and may be amended from time to time to reflect the needs of the organisation and the evolving nature of the role.

## Person Specification

### Essential Skills and Core Competencies:

- Relevant qualification in Accounting or Finance (e.g. Accounting Technician or part-qualified ACCA/ACA/CIMA)
- Minimum 3 years' experience working in a dynamic finance team environment
- Excellent numeracy skills and acumen with financial data
- Strong compliance and administration experience and attention to detail
- Proficiency in Sage 50 accounting package or similar
- Excellent IT skills with MS Office, including Excel
- Good organisational skills including time management
- Ability to work under pressure and to tight deadlines, and to meet targets while prioritising competing demands
- Strong communication and interpersonal skills
- Excellent team player
- Flexible work attitude

## Desirable

- Experience with multiple funding streams and grant reporting
- IPASS or equivalent payroll qualification
- Experience working in the charity / not-for-profit sector in Ireland
- Affinity with and understanding of the importance of engaging learners and communities in realising their potential as equal members of a socially just society

## Application Process

To apply, please send your current CV and a cover letter outlining your motivation and suitability for the role to Carole Byrne, Finance Manager, at [c.byrne@ancosan.ie](mailto:c.byrne@ancosan.ie) by Friday, 10<sup>th</sup> July 2026.

This role is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme.



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