

JOB DESCRIPTION

Job Title:	Finance & Admin Assistant
Company:	Gorta Self Help Africa
Department:	Finance
Location:	Dublin
Contract Type:	Two Year Fixed Term Contract
Working Hours:	37.5 hours a week Monday – Friday 9.00am – 5.30pm
Reports to:	HQ Finance Manager
Salary:	Commensurate based on experience
Purpose:	To facilitate the day to day finance function of Gorta Self Help Africa. This is a varied role requiring good organisation and multi-tasking skills, as well as excellent interpersonal skills and experience. This is an entry level position within our Finance department.
Key Responsibilities:	<ul style="list-style-type: none"> • Assist the Management Accountant in all aspects of the day to day accounting function of Gorta-Self Help Africa (Ireland), Gorta UK and Self Help Africa (UK) including budgets, management accounts, cash flow management, payroll, tax and audit • Process all financial transactions in the accounting software. • Reconciliation of all bank and cash accounts on a monthly basis. • Maintain creditors' ledger using accounting software. Arranging for the payment of suppliers and recording of payments into the financial software. • Reconcile monthly income for all 3 companies between nominal ledger and various income sources including Salesforce. • Provide ad hoc support to the Management Accountant, HQ and Finance Manager and CFO as required • This role will require the incumbent to provide ad hoc administrative assistance as required.
Key Relationships:	<p>Internal</p> <ul style="list-style-type: none"> • Management Accountant and HQ Financial Controller • Gorta-Self Help Africa's staff team in the UK, Ireland and the US • External stakeholders, auditors, suppliers, supporters <p>External</p> <ul style="list-style-type: none"> • External stakeholders, auditors, suppliers, supporters
Qualifications/Other Requirements	<p>Essential</p> <ul style="list-style-type: none"> • Accounting Technician or part qualified in an internationally recognized Accounting Qualification (ACCA, CIMA, CPA) • Minimum of 2 years' experience working in a finance or bookkeeping role essential • Ability to manage varied tasks simultaneously, working effectively as a team member and on own initiative • Excellent written and verbal communication skills and professional telephone manner • Good knowledge of MS Office suite • Working knowledge of accounting software packages • Knowledge of database systems • Ability to be discreet and discern when confidentiality is required <p>Desirable</p>

	<ul style="list-style-type: none"> • Experience working in the NGO sector an advantage, but not essential
Role Competencies	<ul style="list-style-type: none"> • Carry out these accountabilities within the operating and process frameworks that apply to the whole Gorta- elf Help Africa organization • Work together with all your key stakeholders: line and functional to ensure organizational objectives, mission and vision are met • Exemplify the Gorta Self Help Africa standards of integrity, purpose and values.

Gorta Self Help Africa is an Equal Opportunities Employer

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