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| **JD Unique ID:** | **IRL/FN/03** |
| **Job Title:** | Management Accountant |
| **Company:** | Gorta-Self Help Africa |
| **Department:** | Finance |
| **Location:** | Dublin |
| **Contract Type:** | 12 months Fixed Term |
| **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 manage the day to day finance function of Gorta-Self Help Africa, and Group Companies. This is a varied role requiring good organisation and multi-tasking skills, as well as excellent interpersonal skills and experience. |
| **Key Responsibilities:** | * Point of contact for all HQ finance and payroll related queries * Treasury management * Maintain accurate and up-to-date accounting system * To contribute to the production of produce monthly finance pack for group companies and quarterly accounts * Reconciliation of all balance sheet accounts, intercompany account and income * Posting of adjusting journals * Review of transactions and postings * Maintain overview of accounts payable * Payroll for Ireland and UK companies * Monitoring of HQ procurement system ensuring adherence to procurement policy * Undertake analysis and ad-hoc financial reporting for various departments as required * Ensure that all statutory and other returns are completed on a timely and accurate basis for Ireland and UK companies * Prepare annual financial statements for audit and liaise with auditors to supply explanations as required * Budgeting for Administration and Finance Departments * Management of two finance assistants   The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. |
| **Key Relationships:** | **Internal**   * HQ Financial manager and Chief Finance and Operations Office * Line management of two finance assistants * Fundraising Department * Gorta-Self Help Africa’s staff team in the UK and Ireland * Human Resources * Head of Commercial and Company Secretary   **External**   * External stakeholders, auditors, suppliers, supporters |
| **Qualifications/Other Requirements** | **Essential:**   * Recognized Accounting Qualification (ACCA, CIMA, CPA) * Minimum of 1 year PQE working in a similar role * Excellent knowledge of MS Office suite, particularly Excel * Excellent written and verbal communication skills * Knowledge of FRS102 and Charities SORP   **Desirable**   * Experience working in the NGO sector an advantage, but not essential |
| **Role Competencies** | * Ability to manage varied tasks simultaneously, working effectively as a team member and on own initiative * Adaptability and flexibility in regards responsibilities * Ability to be discreet and discern when confidentiality is required * Exemplify the Gorta-Self Help Africa standards of integrity, purpose and values. |