|  |  |
| --- | --- |
| **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.
 |