

National Women's Council of Ireland

Job Description

Job Title: Finance Officer

Report to: Head of Finance & Operations

Main purpose of the role: The main purpose of this role is to provide financial and administrative support to the Head of Finance & Operations

Principal duties:

- Complete monthly bank reconciliations & petty cash for NWC and NWC Education & Training
- Account for all monies received and complete the lodgement of all fundraising and other monies received and to ensure its swift transfer to the bank
- Prepare weekly payment run – reconciling creditors accounts
- Reconciling Membership fees on a monthly basis
- Reconcile monthly control accounts and post monthly journals
- Set up payroll on a monthly basis
- Provide periodic reports and ad-hoc reports as required and directed
- Provide cover for the Head of Finance and Operations during holiday and other busy periods including urgent payments if required
- Attend Finance Subcommittee meetings and take minutes
- Assist in preparing annual file and analysis for external audit (incl. control accounts)
- Assist with other ad-hoc duties and financial projects as required
- Provide administrative support to the Head of Finance & Operations
- Prepare for and attend 1:1 meetings with Head of Finance & Operations
- Support the development and implementation of an overall income generation strategy through identifying income generation opportunities both public and private.
- Working in collaboration with other NWC staff to contribute to wider organisational goals.
- Attend Team meetings and other staff meetings
- Any other duties which are consistent with your role

Essential requirements

- Must be fluent English speaker

Person Specification

Personal Attributes

- Highly organised, proactive and self-motivated person who also performs well as part of a team.
- Good numerical and IT skills are essential, along with strong communication and interpersonal skills.
- Good time management skills, a high level of accuracy and attention to detail, with a logical approach to problem solving.
- A willingness to troubleshoot
- Ability to meet tight deadlines.

Qualifications & Experience

- Part or recently qualified accountant
- Experience of working in the not for profit sector
- Knowledge and experience of accounting systems
- Knowledge and experience of payroll systems
- Bank reconciliation experience
- Ability to adapt to new IT system