

NATIONAL WOMEN'S COUNCIL OF IRELAND

Book keeper on a contract basis – One day per week for 12 months

Initial specific tasks:

- Bank reconciliations for all bank accounts
- Posting payments/receipts to TAS
- Assist in preparing annual file and analysis for external audit (incl. control accounts)
- Holiday cover for Head of Finance, including urgent payments if required
- Prepare weekly payment run – reconciling creditors accounts
- Reconciling Membership fees on a monthly basis
- Assist with payroll when required

Requirements

Key competencies for the role holder:

- 1yr experience in similar role
- Trainee Accounting Technician or trainee Accountant
- Capable of working on own initiative, work to tight deadlines and flexible to take on new responsibilities and tasks as the position evolves
- An excellent level of competency with MS Office Suite (particularly Excel & Word), TAS would be an advantage but knowledge of other similar systems would be an acceptable alternative

Personal Attributes

Must maintain strict confidentiality in performing the duties with NWCI. Must demonstrate the following personal attributes:

- Clear, friendly and professional communication skills
- Initiative and drive
- Honesty and discretion
- Be respectful
- Be flexible
- Demonstrate sound work ethics
- Have a keen eye for detail