

## Finance Officer JOB DESCRIPTION

<b>POST</b>	Finance Officer, Finance and HR Team based in Dublin
<b>REPORTING TO</b>	<b>Head of Finance, Léargas</b>
<b>ROLE OVERVIEW</b>	The Finance Officer is responsible for day-to-day financial processes and procedures. Works closely with the Head of Finance in the preparation of monthly accounts and annual budgets
<b>PAY GRADE</b>	Equivalent to Executive Officer Higher (PPC), €32,460

### About Léargas

Léargas manage national and international exchange programmes in education, youth and community work, and vocational education and training. These exchanges connect people in different communities and countries, and bring an international dimension to the work of organisations across Ireland. We are the National Agency for Erasmus+ in Adult Education, School Education, VET and Youth, and the European Solidarity Corps (volunteering and solidarity). Léargas is a not-for-profit organisation (CHY 8317), wholly owned by the Department of Education and Skills.

### Roles and Responsibilities

#### Daily Processes and Procedures

- Monitoring of cheque payments and receipts.
- Treasury management on a day to day basis including internal bank transfers as necessary.
- Overall maintenance of financial records including lodgements, payment preparation, creditors, creditors' ledger reconciliation and bank reconciliations.
- Ensuring compliance with national payment regulations i.e. all creditors paid within 15 days.
- Input and maintenance of Sun Accounts system.
- Preparation of bank transfers for authorisation by the relevant individuals.
- Monitoring and supervising the work of the Accounts Assistant.

#### Monthly Accounts, Budgetary Processes and Reporting

- Working with the Head of Finance on the preparation of annual budgets.
- Preparation of monthly accounts and review with the Head of Finance.
- Initial preparation of Léargas accounts for the annual statutory audit of the company.
- Preparation of cash flow and grant cash requests to the relevant departments.

#### Payroll

Monthly Payroll processing duties including:

- Set up new starters and processing leavers.
- Relevant returns to the Revenue Commissioners, and any staff/Revenue queries
- Distribution of employee payslips.

**Other**

- Administration of the Léargas Pension Scheme.
- Administration of the Léargas Insurance policies.
- Managing relations with key suppliers including the bank and the pensions consultant.
- Monitor Purchasing/Leasing of the organisational equipment and supplies.
- Develop Finance manual and assist Head of Finance in the implementation of new purchase ordering system.
- Other duties as assigned by the Head of Finance.

**Person Specification****Essential**

- A recognised accountancy qualification; Accounting Technician or part-qualified.
- Minimum 5 years' experience working in a Finance team environment.
- Excellent organisational and time management skills, ability to multi-task.
- Ability to work to strict deadlines and meet targets while prioritising competing demands.
- Excellent interpersonal and communication skills.
- A strong commitment to people and organisational development and collegiate working.
- Strong administrative and IT skills including accounting software use, Microsoft products (particularly Excel).
- Flexible work attitude.

**Highly Desirable**

- Experience in the public/EU funding/voluntary sector.
- Experience of working in an international context.
- Sun Accounts experience.

**General requirements of all Léargas staff**

We expect our people to show leadership, exceptional organisational and planning skills, and be analytical and conceptual thinkers with excellent IT, networking and influencing skills. We expect excellent interpersonal and communication skills, including presentation and group facilitation skills, combined with an ability to fit within a team that has a strong values-based approach to work.

**To Apply**

Please send CV and letter of motivation to [recruit@leargas.ie](mailto:recruit@leargas.ie) to reach us no later than **5pm on 10 May 2019**.

We work a minimum of 35 hours per week in a flexible working environment.

*Léargas is an equal opportunities employer and welcomes applications from people with disabilities.*