**Job Description**

**Job Title:** Assistant Accountant

**Reports to:** Deputy Head of Finance & IT

**About MQI**

Merchants Quay Ireland (MQI) is a national voluntary organization that helps people who are homeless and those caught in addiction. MQI is registered for the charitable purpose of promoting health and providing the stepping-stones for every point of a man or woman’s journey out of homelessness and addiction, and toward a drug-free life. We provide services ranging from crisis intervention and health promotion services to day-support programmes, residential detox and rehabilitation, and prison-based counselling.

This is an exciting time to join MQI with the First Medically Supervised Injecting Facility (MSIF) in Ireland scheduled for opening in Q4 2024.

**The Team:**

The Finance & IT Department provides a range of financial services in support of MQI’s primary mission. It is led by the Head of Finance & IT and supported by the Finance & IT Team (currently 9 staff)

**Role Summary:**

This vacancy is to cover maternity leave and is a one-year fixed term contract. It offers the opportunity for an individual to be involved in all aspects of the MQI finance & IT department. It is a varied role that includes tasks for the preparation of monthly management accounts (journals, bank recs, account reconciliations), financial analysis, CE Scheme Accounts & administration, funder returns and other finance administration tasks both cyclical and ad hoc.

**Principal Duties & Responsibilities**

**Accounts & Analysis**

* Preparation of journals required to produce monthly Management Accounts
* Bank postings & reconciliations
* Reconciliation & maintenance of Balance Sheet general ledger accounts
* FTE Reporting, GL analysis, Departmental analysis
* Assisting with the production of financial statements & the annual audit process
* Finance Administration & accounting for MQI CE Schemes

**Funding**

* Managing funder income & remittances
* Preparation of quarterly state funding returns
* Monthly reconciliation of fundraising income between fundraising & finance systems
* Administration and reporting of restricted funds

**General**

* Management and administration of MQI credit cards
* Adhere to MQI’s Health & Safety processes and procedures
* Providing cover for team members & other tasks assigned by the Deputy Head of Finance & IT.
* Other adhoc Finance & IT tasks as required from time to time

**The successful candidate will have**

* A relevant Third Level qualification at degree level
* 2+ years’ experience in a similar finance role
* An interest in working in the not-for-profit sector
* Strong IT Skills - excellent knowledge of Microsoft Excel, Word and Standard Accounting Software packages
* Ability to work on own initiative and deliver to deadlines.
* Strong communication & interpersonal skills
* Experience providing support in a busy team environment

**What does Merchants Quay Ireland offer as an employer?**

* Fulfilling and Challenging work
* Competitive Salaries
* Hybrid working arrangements on successful completion of the induction period
* Minimum 23 days Annual Leave
* Sick Pay Scheme
* Defined Contribution Pension Scheme (after 6 months)
* Death In Service (from the commencement of employment)
* Line Management Supervision
* Learning and Development Programme
* Employee Assistance Programme (EAP)Health & Wellness Program

**Hours**: 39 hours per week.

**Salary**: €42,505 - €47,265 (DOE)

**Contract Type**: 12 Months Fixed Term

**Office Location:** 24 Merchants Court, Merchants Quay, Dublin 8 **(Hybrid after probation)**

**Closing Date:** 9th August 2024

**If you are interested in this role, please click the link below to apply:**

 [/merchants-quay-ireland/jobs/29397/assistant-accountant-dublin](https://login.hirelocker.com/merchants-quay-ireland/jobs/29397/assistant-accountant-dublin)