



St Andrews Resource Centre Job Advertisement

Finance Officer

Brilliant opportunity for an experienced finance professional to join a to join a long-established voluntary organisation providing community services in Dublin City Centre as Finance officer

Reporting directly to the Financial Controller, the **Finance Officer will play a critical role in the financial management, planning, and reporting activities of the Resource Centre. The duties reflect the multi disciplinary nature of services provided by the centre and the varied needs of the funders who make the work of the centre possible**

Key Responsibilities:

- Assist in the preparation of annual financial budgeting and forecasting
- Assist in all elements of the functions of the finance department
- Work as part of team to produce time sensitive financial reports to ensure returns are completed and returned to the relevant departments
- Assisting in the preparation of statutory Accounts
- Maintain good relations and communications with the external auditors, funders and stakeholders
- Support the Finance Team in monthly and day to day finance tasks including month end close process
- Assisting in the management of the Finance office in the day to day running of the department and implementing ongoing updates/changes/improvements to the Finance Dept, and contributing to the strategic development of the department

Requirements:

- At least 5 years experience in an accounting / book-keeping role
- Experience of work in the voluntary sector is preferable but not essential
- Accountancy qualified or part-qualified an advantage
- Confident self-starter with ability to work on own initiative.
- Advanced Excel and IT Skills including strong working knowledge in office 365
- Working knowledge of accounting software
- Ability to operate payroll systems is advantageous
- Strong communication skills and ability to build strong relationships across a multi disciplinary organisation
- Salary Commensurate with experience

Applications with CV and letter of application by Wed 09th Dec 24 to catherine.byrne@standrews.ie