



**Friends of  
the Earth**

## **Friends of the Earth is hiring a Finance Officer**

*Closing date: 12<sup>th</sup> January 2025*

### **About the organization**

Friends of the Earth Ireland is a community at the heart of the growing movement here for a just world with zero pollution. Our mission is to campaign and build movement power to bring about the system change we need for a just world where people and nature thrive. We are trying to change the world in the face of opposition from powerful vested interests and we need committed, energetic and flexible people on our team.

### **About the role**

Reporting to the Head of Finance and Compliance, the successful candidate will deliver crucial financial support for advancing one of our four organisational goals:

*To ensure Friends of the Earth has the robust governance and effective management systems, and the appropriate financial resources, to maximise our impact and to cultivate a positive working environment.*

The climate crisis is in the public mind like never before and Friends of the Earth is growing as Ireland and the world step up efforts to cut emissions fast enough to prevent complete climate breakdown. This is a role for someone with strong financial skills and enthusiasm for working in a dynamic, multi-programmes led organisation.

### **Responsibilities**

<b>1</b>	<b>Day-to-day Finances</b>	<ul style="list-style-type: none"><li>▪ Management of the Accounts Payable and Accounts Receivable with accurate allocation to the different projects – set up suppliers/customers, ensure all invoices are approved and signed off, process payments.</li><li>▪ Management of the credit card expenditure and expenses claims.</li><li>▪ Proceed share of utility bills with co-tenants.</li><li>▪ Monthly Salesforce CRM Reconciliations with the Donor Care and Fundraising Officer on donations received</li></ul>
<b>2</b>	<b>Payroll</b>	<ul style="list-style-type: none"><li>▪ Accurate and efficient processing of monthly payroll in accordance with revenue, taxation and internal policy guidelines</li><li>▪ Dealing with pensions and other voluntary and statutory deductions</li><li>▪ Processing adjustments to payroll</li><li>▪ Maintain up to date employee annual and sick leave information</li></ul>

3	<b>Budgeting and Reporting</b>	<ul style="list-style-type: none"> <li>▪ Monitoring of Actual vs Budget and ensure its accuracy and compliance with funders requirements</li> <li>▪ Assistance with the audit process</li> <li>▪ Assisting the Head of Finance and Compliance with reporting</li> </ul>
4	<b>Systems and Procedures</b>	<ul style="list-style-type: none"> <li>▪ Management of our Accounting Software and Payroll Software.</li> <li>▪ Maintenance of our Payment Services Providers accounts.</li> <li>▪ Ensure accurate naming and filing of financial documents.</li> <li>▪ Maintenance and update of the Fixed Asset Register.</li> <li>▪ Contribution to continuous improvements and ad hoc projects that may arise from time to time</li> </ul>

## About You

Essential skills or experience:

- A recognised professional accounting qualification (ACA, ACCA, CIMA, etc.), finalist or an accounting degree.
- Minimum of two years relevant work experience.
- Strong track record of consistently maintaining accuracy and attention to detail while delivering on time
- Experience in using accounting software, prior experience of Ipicit and/or Quickbooks would be an advantage.
- Experience in using payroll software, prior experience with Brightpay is an advantage.
- Advanced IT skills and excellent knowledge of MS Office, in particular Excel (Intermediate to Advanced)

Desirable skills or experience:

- Prior audit experience
- Knowledge of Charities SORP accounting standards and practice
- Experience of FRS102 accounting standards
- Experience with cost allocation between multiple project grants and funding bodies
- Experience working with collaborative digital tools such as Salesforce, Slack, ClickUp or similar
- Experience working in a not-for-profit organisation

Personal attributes and competencies:

- Commitment to the mission, vision and values of Friends of the Earth.
- Ability to work with a diversity of people, communities, and cultures.
- Awareness of confidentiality and the ability to deal with sensitive queries
- Strong team player with excellent listening skills and interpersonal communication skills.
- Ability to use initiative, think creatively and work independently.
- High degree of analytical, conceptual and problem-solving skills.
- Ability to respond quickly to external events and demands while maintaining organisational priorities and goals.

## Statement on Solidarity, Participation and Inclusion

A commitment to solidarity, participation and inclusion is one of the fundamental values of Friends of the Earth. We therefore endeavour to ensure that everyone, particularly marginalised and disadvantaged groups who might be affected by policy are considered and included in the conversation. We acknowledge our privilege as people working in an NGO and understand the fact that there may be barriers to participation. We strive to expand and diversify civic engagement, by creating spaces for everybody to participate and be included in activism and political change.

As part of this commitment to the values of solidarity, participation and inclusion we strongly encourage applications from those with identities under-represented in the environmental movement, for example: people of colour, LGBTQIA+ people, those seeking asylum or with refugee status, people with a disability, or people are who members of an ethnic minority.

## Terms and Conditions

Conditions are according to Irish legislation including the legal ability to live and work in Ireland. Friends of the Earth Ireland adheres to Irish law that prohibits discrimination on basis of age, sexual orientation, marital status, birth, fortune, religious, philosophical or political beliefs, language, present or future state of health, disability, physical or genetic characteristics, sex, pregnancy, childbirth, maternity, change of sex, nationality, alleged race, skin colour, ancestry, national, ethnic or social origin.

Please note: The role description described set out above is not final and may be changed prior to issuing a contract to the successful candidate – following consultation with the candidate.

The working language is English, but applicants are not required to be native speakers.

**Accountability and support:** You will report to the Head of Finance and Compliance.

**Contract duration:** This is an 18-month fixed-term contract. The future of the post will depend on available organisational funding. A 6 month probation period applies.

**Hours per week:** This is a part-time post (21 hours/3 days per week). Additional days may be required on occasion, which will be compensated as time in lieu.

**Location:** The position is based in our office in Mount Street Upper in Dublin 2, however we facilitate remote working in so far as practicable. The post-holder will need to be willing and able to be in Dublin for certain meetings and activities as required.

**Annual Leave:** Full-time employees get 25 days paid annual leave a year, for part-time employees the days are prorated.

**Salary:** The post is on our Senior Programme Officer Scale, with incremental pay increases every 12 months. The starting *full-time* gross annual salary for this post is between €34,364 and €39,603, depending on experience.

**To Apply:** Send your CV with a 1-page cover letter to [jobs@foe.ie](mailto:jobs@foe.ie) by 23.59 on Sunday 12<sup>th</sup> January 2025 – please include the role title in the subject of your email. We regret to inform you that we may

not be in a position to respond to all candidates and can only guarantee a response to shortlisted candidates.

### **The Protection & Safeguarding of Children and Vulnerable Adults**

Friends of the Earth Ireland has adopted a policy to protect and safeguard the welfare of young people. The post holder will be required to follow this policy at all times and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisations [Safeguarding and Child Protection Policy and Vetting Policy](#) is available for review on our website.

*All documentation received by Friends of the Earth will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Friends of the Earth in the processing of job applications and for ongoing administrative purposes with job candidates.*