



Aoibhneas is a Domestic Abuse Support Agency working with Women and Children who are or have been affected by domestic abuse.

Aoibhneas provides a complete continuum of care within a service of excellence. A complete continuum of care arrangement provides for the access of women and children to supports at earliest intervention through provision of prevention and awareness raising programmes, community-based support, refuge accommodation, transitional accommodation and post refuge/transitional support.

Vacancy – Accountant

Summary:

Aoibhneas is seeking an Accountant to join our expanding team to work with the CEO to support the financial strategy of the company as well as to contribute to the implementation of our Strategic Plan.

Job Title: Accountant

Reports To: CEO

Role Purpose:

The key purpose of the role is to oversee Aoibhneas' commitment to strong and robust financial procedures. The Accountant will work closely with the Management Team to ensure that financial targets are met in line with the successful implementation of our Strategic Plan 2023 – 2027.

The Accountant will take responsibility for all financial management matters and capacity development and will be formally accountable to the CEO as well as reporting to the Finance Sub-Committee and the Board on all relevant financial matters.

Key Responsibilities

The key responsibilities include:

- Creation and presentation of reports, business plans, budgets and financial statements.
- Managing income and expenditure accounts
- Preparing the budget setting process and budget.
- Financial forecasting and risk analysis.
- Maintain and update risk register in relation to financial matters.
- Reviewing company's finances based on its financial status.
- Generating the company's financial reports using income and expenditure data.
- Reconciling the company's bank statements and bookkeeping ledgers.



- Filing and remitting taxes and other financial obligation
- Initiating and managing financial and accounting software used by the company.
- Preparation of management accounts and reports on a monthly, quarterly and end of year returns.
- Preparation of annual financial statements in accordance with SORP for not-for-profits.
- Maintain and develop strong internal control systems.
- Auditing financial information and overseeing system of internal audits.
- Ensuring compliance with financial and other requirements of all external funders particularly all Service Level Agreements.
- Overseeing company monthly payroll.
- Responsibility over Company banking arrangements and administration of online system.
- Maintain and develop financial policies, procedures and financial systems to respond to an everchanging environment.
- Ensure value for money in supplier arrangements.
- Support the CEO and Executive Management Team with grant applications.
- Support the CEO, Executive Management Team, Board and relevant committees in relation to all relevant financial matters.
- Attendance at Finance Sub-Committee meetings.
- Commitment to Aoibhneas' mission, values and strategy.

Person Requirements:

Required Qualifications & Experience

- A recognised professional Accounting Qualification (ACA, ACCA, CIMA, or equivalent professional qualification).
- Excellent understanding of accounting rules and procedures as set by the Financial Reporting Council (FRC)
- Highly numerate and analytical with a strong attention to detail.
- Experience with accounting software and data entry
- Advanced knowledge and experience of spreadsheets
- Ability to work independently.
- Credible communicator with experience of dealing with a range of stakeholders including funders, financial institutions, Board and auditors.
- Experience of Sage Accounting and Sage Payroll.
- Strong analytical skills with an ability to access information quickly, accurately and strategically.
- Providing financial support in the development of new programmes and funding applications
- Excellent organisational and ICT skills



Desirable

- Knowledge of the not-for-profit sector and operating multiple funding sources including external donors, government contracts and other sources of income.
- Knowledge and experience of SORP accounting in the not-for-profit sector.
- Strategic mindset and ability to identify future possibilities for the organisation.
- High level of motivation, experience and capacity for lone working and working on one's own initiative.
- Flexibility/Adaptability
- Integrity and Dependability
- Concern for others
- Resilience/ Stress tolerance
- Initiative and Self Control
- Experience of inter-agency working

Terms and Conditions:

- Salary Scale HSE Pay Grade VI (49,041 50,210 51,637 54,315 55,918 57,910 59,914)
- Full-time post 35-hour week.
- Permanent Contract.
- Employer Pension Contribution of 5%.
- Annual leave 22 days inclusive of 2 wellbeing days with incremental days in line with service (pro-rata).
- Access to External Supervision, Employee Assistance Programme, a Digital Wellness Programme and Death in Service.