

JOB DESCRIPTION

Title:	Accounts Assistant
Department:	Finance Department
Reporting to:	Finance Manager
Location:	High Street, Dublin 8

Key responsibilities:

1. To work within the framework of the overall objectives of Focus Ireland
2. Assist with the day to day running of the Finance Department.
3. Preparation of the weekly and monthly payroll (to strict deadline)
 - Work closely with Management and HR Team to ensure all variable data and static data is recorded, verified and processed, including expenses, motor insurance, pensions, cycle to work, travelsaver, starters/leavers/transfers/contractual changes.
 - Ensuring all payroll compliance requirements are met and adhered to, including Revenue and CSO returns
 - Verifying all information is accurate for payroll bureau and ensuring bureau processes payroll accurately and on time
 - Prepare file as required for payroll upload to banking system.
 - Ensure Focus is prepared for and continuously improves in line with PAYE modernisation
 - Supporting the Finance Manager in the preparation of the year-end audit file, statutory financial statements and monthly management accounts, including payroll related balance sheet reconciliations
 - Assist in preparation of month end journals for Focus Ireland and Focus Housing Association.
 - Training of supervisors on Softworks (or equivalent) system and Line Manager training with HR on a quarterly basis.
 - Assist in development of improved expenses reporting and payment process and other pay & benefits related activities.
 - Collaborate closely with HR Department on updates of staff information including static and dynamic payroll changes.
 - Ensure instruction from HR are included in payroll and perform any required reconciliations

- Work with HR and finance team on calculations or reports of pay and/or benefits changes and updates.
 - Ensure seamless transition to new payroll system including user testing.
4. Focus Ireland and Housing Cashbooks
- Processing and posting of approved one off payments by cheque/EFT/Credit Card on a twice weekly basis.
 - Adding approved payees to banking system
 - Preparation of cashbook journal for accounts importation on a timely basis
 - Monthly bank reconciliation
5. Credit Card
- Maintaining register of usage of credit card
 - Ensuring card has sufficient credit
 - Recording and reconciling of credit card transactions
6. Bank account management
- Maintain register of mandates
 - Prepare mandates for Board signing and submit to bank with the Finance Manager
 - Open and close accounts as approved by Finance Director/CEO
 - Creation and deletion of approved standing orders as instructed by project management teams.
7. Cash Audits
- Supervise team in twice yearly spot checks of petty cash and other cash across all locations
 - Prepare report on cash audits completed for finance manager and make recommendations
 - Ensure procedures adhered to
 - Develop and improve petty cash and other procedures
8. Recommending changes in systems & procedures to improve the performance, where possible.
9. Ad hoc reporting/tasks for Senior Management when required.
10. To participate in relevant training and development courses as agreed with the Finance Manager.
11. To deliver training as agreed on aspects of the role within Finance and across the organisation.

12. To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of the Finance Manager or Health & Safety Representative
13. To engage in one to one meetings on a regular basis with the Finance Manager
14. To undertake such other duties as might be reasonably assigned from time to time in consultation with the Finance Manager

Criteria:

Essential Criteria

- Excellent working knowledge of excel, word and other accounting & payroll packages
- Proven analytical and problem solving skills
- Excellent time management skills with ability to set priorities and meet deadlines.
- Strong communication and presentation skills
- Ability to work well within a team while also taking responsibility for developing own role and being proactive within the team.

Desirable Criteria

- Experience of payroll systems
- IPASS, finance qualification or equivalent would be highly beneficial
- Previous experience in a large organisation
- Understanding of the work of Focus Ireland

Focus Ireland is an equal opportunities employer