

**Job Title:** Trainee Accountant

**Reporting to:** Finance Manager

**Location:** High Street

### **Key Responsibilities**

1. To work within the framework of the overall objectives of Focus Ireland.
2. To work with and under the supervision and direction of the line-manager.
3. To be vigilant to any Health, Safety and Welfare risks in the workplace.
4. Complete ownership of accounts receivable function for the organisation ensuring state funders requirements are adhered too.
5. Preparation of journal entries and maintain accuracy and completeness of the general ledger
6. Work to month end deadlines and preparation of month end reports
7. Preparation of quarterly financial returns to funding authorities for review by management.
8. Preparation of monthly balance sheet reconciliation's
9. Assisting with year-end audit process
10. Assisting with internal audit process
11. Ad hoc accounting and administrative work as required

12. To attend and contribute to Team and Agency meetings as required.
13. To undertake other work that is assigned by the line manager or Director
14. To participate in relevant training and development courses as agreed with your manager.
15. To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your manager or Health & Safety Representative

### **Criteria: Trainee Accountant**

#### **Essential Criteria**

1. Third level Degree in Accountancy, Commerce or a relevant field or extensive experience working in a finance department
2. Ambitious, energetic and motivated individual
3. Must have a “can do” attitude
4. Proficiency in MS Excel, Word and Outlook
5. A team player with excellent attention to detail
6. Be trustworthy and conduct the role with integrity

#### **Desirable Criteria**

1. Experience in Exchequer would be an advantage
2. Currently pursuing professional qualification in the area of Finance / Accounting