



JOB DESCRIPTION

Job: Accounts Assistant – Commercial & Fundraising Divisions
Location: Blanchardstown, Dublin.
Contract Hrs: Full Time, 35 hours per week.
Contract Type: Permanent
Reporting to: Finance Manager Commercial and Fundraising Divisions

Overall Purpose of the Post:

To be an integral part of the Commercial and Fundraising Divisions finance team and to assist the Finance Manager in all aspects of the finance function relating to these divisions. The Commercial division currently has twenty eight retail outlets and a warehouse and is actively trying to expand and grow the number of outlets. The Fundraising Division which has staff in a number of locations countrywide is involved in a wide range of fundraising activities including the management of outsourced door-to-door campaigns. Enable Ireland provides a range of centre and community based services to people with disabilities and their families throughout Ireland. Profits generated by these divisions help us bridge the gap between the funding we receive to run our services and the actual cost of running them.

Duties:

1. Cash Sheets

- Review of the cash sheets to ensure that they are being completed correctly
- Following up on any discrepancies or errors
- Liaising with shop managers to clarify errors etc.
- Extraction of the month end data from the cash sheets which are posted daily to a shared drive and the preparation and uploading of the month end journals to the general ledger
- The reconciliation of the lodgements and credit card transactions from the cash sheets to the bank statements and the agreement of the credit card returns per the cash sheets to the credit card summaries/Valitor statements

2. Supplier Invoices and Payments

- Coding and entry of purchase invoices onto the Exchequer accounts system
- Forwarding invoices for approval to the relevant personnel in the Commercial and Fundraising divisions.
- Reconciliation with Supplier statements and following up in respect of invoices not on system
- Preparation of IBB payments to suppliers once invoices approved for payment and forwarding of the remittance advice to the suppliers
- Preparation of IBB payments to drivers at month end on foot of drivers summary sheet as authorised by the Warehouse Manager and the Commercial Manager ensuring that the back up invoices are attached to the summary.
- Maintenance of invoice and supplier statement files.
- Posting and allocation of supplier payments to the creditors ledger

3. Non-Supplier Payments

- Preparation of IBB payments to non-suppliers on foot of requisitions from the Commercial and Fundraising Managers.

- Posting of all non-suppliers payments to the general ledger in a timely manner.

4. Bank Reconciliations

- Assist Finance Manager in the reconciling of all bank accounts relating to the Commercial and Fundraising divisions.
- Follow up on any queries or reconciling items in a timely manner.

5. Teamwork

- To participate in any training provided to the Finance Team to ensure that the team is trained in line with legal, and professional standards.
- Excellent attention to detail.
- Maintain flexibility to support business needs and deadlines.

6. Communications

- Ensure that information is appropriately disseminated and understood
- Ensure prompt response and resolution of queries from the Finance Manager.

GDPR compliance, in the course of carrying out the duties of this job and working with others which will include but is not limited to compliance with all Enable Ireland GDPR policies and procedures, attending all GDPR training sessions, ensuring personal responsibility for implementing safeguards and measures as directed, to minimise exposure to breach GDPR.

Terms & Conditions:

Responsible to: Finance Manager - Commercial and Fundraising Divisions.

Probation: A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion.

Salary: The current salary scale for this post is €34,672 – €52,968 pro rata per annum.

Annual Leave: Annual leave entitlement is 30 days per annum, and proportionately less for less than 12 months service.

Pension: Enable Ireland operates a contributory pension scheme which all members of staff may join after they become an employee of Enable Ireland.

Medical: The successful candidate will be required to undergo a medical assessment.

Garda Clearance/ These will be required for all prospective employees who

Police Clearance: Will undertake relevant work or activities relating to children or vulnerable persons.

Sick Leave: All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 6 months continuous service with the Company sick pay will be as follows:
Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks.

Redeployment: In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.