Job Title and Grade	Financial Accountant
Location of Post	Clontarf
Reporting Responsibility	Interim Head of Finance.
Job Purpose	The Grade VII Financial Accountant will support the effective financial management of CRC through the delivery of robust financial controls, accurate reporting, and high-quality analysis. The role has responsibility for key finance processes, audit coordination, management accounting, payroll support, and balance sheet oversight, ensuring compliance, operational efficiency, and informed decision-making across the organisation.

Why join CRC?

Join CRC and be part of a dedicated team committed to empowering people with disabilities to live life to the fullest. We offer the opportunity to do rewarding work, collaborate with passionate colleagues, and contribute to a culture built on respect, inclusion, and excellence.

What you'll be doing:

- **Accounts Payable –** Working with the AP lead reviewing open PO's, supplier statements, following up on queries, reviewing the month end accruals and preparing or ensuring that the AP recs are completed on a quarterly basis and that older items are being resolved.
- **Accounts Receivable** – Working with the Management Accountant on the invoicing process and following up with the debtors on payment etc.
- **Pension –** Reviewing the quarterly process of VHSS and SPSPS reporting and moving this to monthly and streamlining this process.
- **Payroll** – Support the delivery of the monthly payroll for approximately 400 employees, including payroll review, reconciliation, and query resolution. Ensure continuity of payroll operations by developing the capability to provide payroll cover during periods of staff absence. Full training and support will be provided



- **Balance Sheet Recs** – Review monthly and follow up on any queries or older items. Ensure full support is available for all balance sheet items.
- **Financial Statements / Statutory Audit** - Work with the Head of Finance on the preparation of the files in advance of the annual audit – mapping of the Trial Balance. Be the main point of contact for the auditors. Ensure all audit items are acted on in a timely manner.
- **Monthly Management Accounts** – Rollover the files each month, prepare any analysis and commentary required, issue the packs to the various management team, set up meetings as required and follow up on any queries. Ensure that the accruals are reviewed regularly and released as required.
- **Payroll Reconciliation** – Prepare monthly payroll reconciliations and workforce reports, comparing budgeted and actual payroll costs by role and cost centre. Provide timely analysis to the Senior Management Team on vacancies, leave arrangements, and payroll variances to support operational and financial decision-making

What you'll need to succeed:

- Fully qualified accountant with at least 3 yearspost-qualification experience
- Advanced proficiency in Microsoft Excel, and experience working with large volumes of financial data.
- Significant experience preparing financial statements, annual reports, and supporting statutory audit processes.
- Proven ability to work effectively with external auditors and internal stakeholders to ensure robust financial governance and compliance.
- Strong business partnering skills, with experience presenting financial information and insights to senior leaders and supporting informed decision-making.
- Excellent communication, organisational, and problem-solving skills, with a proactive and collaborative approach.
- Experience of financial reporting within the charity or not-for-profit sector, including knowledge and practical application of the Charities SORP, is highly desirable.
- Strong working knowledge of HSE financial regulations, policies and procedures, with the ability to ensure robust financial governance, compliance and internal controls across all areas of responsibility desirable.

About the CRC

Who We Are

The Central Remedial Clinic (CRC) has a proud history of supporting people with disabilities across Ireland. Originally established to respond to the needs arising from the polio epidemic, CRC has continually evolved to meet the changing needs of society and the people we serve.



Today, we support children and adults with complex disabilities, autism, and a wide range of additional support needs.

Our Purpose

We recognise that every person, regardless of ability, has the right to the right support, at the right time. Our purpose is to deliver services that make this a reality for people with complex disabilities.

Our Ambition

We want to change perceptions and experiences so that disability is recognised as a difference that enriches society. Together with the people we support, their families, our staff, and our partners, we are helping to create a world where everyone is valued, included, and empowered to live the life they choose.

What Makes CRC Different?

We Put People First

Being person-centred is more than a statement for us; it is the foundation of every decision we make. We listen to the voices of the people we support and their families. Their experiences guide how we design services, measure success, and shape our future

At CRC, we are committed to fostering an inclusive and accessible recruitment process. If you require any reasonable accommodation at any stage, please contact our team and we will be happy to assist.

