

## **Merchants Quay Ireland: Assistant Accountant (Maternity Cover)** **(<https://www.activelink.ie/node/109204>)**



**Merchants Quay Ireland**  
Homeless & Drugs Services

### **Job Title: Assistant Accountant**

**Reports to: Deputy Head of Finance & IT**

### **About MQI**

Merchants Quay Ireland (MQI) is a national voluntary organization that helps people who are homeless and those caught in addiction. MQI is registered for the charitable purpose of promoting health, and to provide the stepping-stones for every point of a man or woman's journey out of homelessness and addiction, and toward a drug free life. We provide services ranging from crisis intervention and health promotion services to day-support programmes, residential detox and rehabilitation, and prison-based counselling.

This is an exciting time to join MQI with the First Medically Supervised Injecting facility (MSIF) in Ireland scheduled for opening in Q4 2024.

### **The Team:**

The Finance & IT Department provides a range of financial services in support of MQI'S primary mission. It is led by the Head of Finance & IT and supported by the Finance & IT Team (currently 9 staff)

### **Role Summary:**

This vacancy is to cover maternity leave and is a one year fixed term contract. It offers the opportunity for an individual to be involved in all aspects of the MQI finance & IT department. It is a varied role that includes tasks for preparation of monthly management accounts (journals, bank recs, account reconciliations), financial analysis, CE Scheme Accounts & administration, funder returns and other finance administration tasks both cyclical and ad hoc..

### **Principal Duties & Responsibilities**

#### **Accounts & Analysis**

- Preparation of journals required to produce monthly Management Accounts
- Bank postings & reconciliations
- Reconciliation & maintenance of Balance Sheet general ledger accounts
- FTE Reporting, GL analysis, Departmental analysis
- Assisting with the production of financial statements & the annual audit process
- Finance Administration & accounting for MQI CE Schemes

#### **Funding**

- Managing funder income & remittances
- Preparation of quarterly state funding returns
- Monthly reconciliation of fundraising income between fundraising & finance systems

- Administration and reporting of restricted funds

## General

- Management and administration of MQI credit cards
- Adhere to MQI's Health & Safety processes and procedures
- Providing cover for team members & other tasks assigned by the Deputy Head of Finance & IT.
- Other adhoc Finance & IT tasks as required from time to time

## The successful candidate will have

- A relevant Third Level qualification at degree level
- 2+ years experience within a similar finance role
- An interest in working in the not-for-profit sector
- Strong IT Skills - excellent knowledge of Microsoft Excel, Word and Standard Accounting Software packages
- Ability to work on own initiative and deliver to deadlines.
- Strong communication & interpersonal skills
- Experience providing support in a busy team environment

## What does Merchants Quay Ireland offer as an employer?

- Fulfilling and Challenging work
- Competitive Salaries
- Hybrid working arrangements on successful completion of induction period
- Minimum 23 days Annual Leave
- Sick Pay Scheme
- Defined Contribution Pension Scheme (after 6 months)
- Death In Service (from commencement of employment)
- Line Management Supervision
- Learning and Development Programme
- Employee Assistance Programme (EAP)Health & Wellness Program

**Hours:** 39hrs per week.

**Salary:** €42,505 - €47,265 (DOE)

**Contract Type:** 12 Months Fixed Term

**Office Location:** 24 Merchants Court, Merchants Quay, Dublin 8

**Closing:** 5th July 2024

**Please click the link below to apply:**

**[/merchants-quay-ireland/jobs/29397/assistant-accountant-dublin](https://login.hirelocker.com/merchants-quay-ireland/jobs/29397/assistant-accountant-dublin)**

**<https://login.hirelocker.com/merchants-quay-ireland/jobs/29397/assistant-accountant-dublin>**

**Management reserves the right to amend or change this job description as required.**

**MQI is an equal opportunities employer.**

**This Position is subject to Garda Clearance**

**Region**

Dublin 8

**Date Entered/Updated**

27th Jun, 2024

**Expiry Date**

5th Jul, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/109204-merchants-quay-ireland-assistant-accountant-maternity-cover>

