

Orione Care Ireland: Financial Assistant / Bookkeeper (Part Time) **(<https://www.activelink.ie/node/109609>)**



"Do good to all; harm no one" St. Luigi Orione

Orione Care Ireland is a charitable organisation based in the Dublin 10 area. We are currently seeking a part-time Financial Assistant / Bookkeeper.

Duties:

- Being responsible for processing and allocating invoices to accounting system
- Ensuring certain key critical systems are reconciled and balances available
- Monitoring financial transactions and budgets on a monthly basis and report to manager
- Preparing accounts, budgets, reports and financial statements
- Monthly bank reconciliations/reports for manager and board of directors
- Preparation of management accounts for annual audits.
- Have experience of managing different funding streams, which includes the preparation of financial proposals/returns and reports to funders as required.
- Knowledge and experience of using computerised accounts, payroll and ROS
- Ability to maintain data confidentiality.
- Reception duties as required

Requirements:

- Qualified Accounts Technician or equivalent qualification.
- Minimum of 3 years' experience.
- Excellent organizational and time management skills.
- Ability to work flexibly, adapt to changing priorities.
- Self-motivated with the ability to work independently and as part of a team.

Please send CV and cover letter to evelyn@orionecareireland.ie
(<mailto:evelyn@orionecareireland.ie>)

Shortlisting criteria will apply. Closing date for receipt of applications is: **Wed 31st July 2024.**

References will be required prior to appointment and position is subject to garda vetting.

Region

Dublin 10

Date Entered/Updated

17th Jul, 2024

Expiry Date

31st Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/community/109609-orione-care-ireland-financial-assistant-bookkeeper-part-time>