

Cherry Orchard Equine Centre: Accounts Assistant (Part Time) **(<https://www.activelink.ie/node/111534>)**



Accounts Assistant **Part time**

Cherry Orchard Equine Centre CLG (COEC) is seeking to recruit an Accounts Assistant to join our team. The Accounts Assistant will be based within our Finance Department and will report to the Finance Manager.

The purpose of the role is to support the Finance Manager in running the Finance Department with a focus on day-to-day bookkeeping, data entry, payroll, creditor control & payments and bank reconciliations. The finance department is a critical function of the organisation and the position requires a high attention to detail and high standards of accuracy and efficiency.

This role is an excellent opportunity for a hardworking professional, who has, or wishes to, undertake accounting / bookkeeping training/qualifications. Under the supervision of the company accountant, the Accounts Assistant will support the operation of the finance department and will be provided with training and development opportunities to advance their career.

Cherry Orchard Equine Centre is a registered charity working with young people and families based in Cherry Orchard Dublin 10 and provides the following services and programmes:

- Cherry Orchard Integrated Youth Service
- CODY Youth Diversion Project
- CODY YDP Scrambler Initiative
- Blue Door – crisis intervention and community development project
- Cherry Orchard Youth Employability Programme
- Cherry Orchard Equestrian Centre
- Cherry Orchard Community Training Centre
- Cherry Orchard Community Employment Scheme

The Accounts Assistant will also support the senior management team and CEO as required with budgets, securing quotes, purchasing goods and services, reports etc and will work collaboratively with other colleagues across the organisation particularly in the organisation of community events.

The position offers a competitive salary scale subject to experience and qualifications. The company offers generous terms & conditions and benefits also.

For more information, see the attached job description or get in touch directly by email below.

Application is by CV and detailed covering letter to jobs@cherryorchard.ie (<mailto:jobs@cherryorchard.ie>)

Closing Date: **8th November 2024**

Rolling interviews will be held for this position until it is filled.

Region

Ballyfermot, Dublin 10

Date Entered/Updated

15th Oct, 2024

Expiry Date
8th Dec, 2024

Attachment	Size
<u>24 - Job Description Accounts Assistant.docx</u>	104.58 KB

Source URL: <https://www.activelink.ie/vacancies/community/111534-cherry-orchard-equine-centre-accounts-assistant-part-time>