

## **Baldoyle Community Hall: Book Keeper (Part Time)** **(<https://www.activelink.ie/node/112678>)**

### **Vacancy in Baldoyle Community Hall**

## **Book Keeper**

**Funded by:** Pobal & Baldoyle Forum

**Answers to:** General Manager (GM)

**Hours:** 16 per week (Monday to Friday but can be arranged to suit)

**Location:** Baldoyle Community Hall and work from home

**Salary:** €28,125 per annum (full-time equivalent) - €12,000 for 16 hrs

Baldoyle Community Hall is a small charity on the coast of Baldoyle Dublin 13.

Busy with lots of classes and events, we are looking for someone to help us with Book Keeping.

Some interest or experience in the area is ideal but training will be provided.

The person will need to be able to use the computer as we use Quickbooks to maintain our accounts.

Baldoyle Forum is an equal opportunities employer but the applicant will need to be in receipt of a Welfare payment as this role is part-funded by the Department of Rural and Community Development through the Community Support Programme.

## **Requirements**

- Essential: Interest in learning book keeping or accounts. Person must good with figures and know how to use a laptop. Familiarity with Word and Excel would be good.
- Desired: Experience maintaining the accounts for a business or community group.

***This role is part-funded by the Community Support Programme and applicants must be in receipt of a payment from the Department of Social Protection.***

## **Responsibilities**

- Catalogue Sales and Purchases invoices as they come in and ensure they are filed correctly
- Input all invoices, payments and receipts into the Quickbooks Online programme
- Prepare monthly finance reports for the Board of Directors
- Help the manager to prepare the annual budget and revised budgets throughout the year
- Help the manager prepare the accounts for the annual audit
- Provide the auditors with information
- Help prepare the returns for grant applications
- Help the manager to chase up outstanding Debtors
- Set up payees and payments on the Online Banking for authorisation

**Appy: Send your CV to [manager@baldoyleforum.ie](mailto:manager@baldoyleforum.ie) (<mailto:manager@baldoyleforum.ie>) by 15/01/25**

[www.baldoyleforum.ie](http://www.baldoyleforum.ie) (<http://www.baldoyleforum.ie>)

### **Region**

Dublin 13 / Home Based

### **Date Entered/Updated**

16th Dec, 2024

**Expiry Date**

15th Jan, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/112678-baldoyle-community-hall-book-keeper-part-time>