

Retina International: Financial Accountant (Part Time) **(<https://www.activelink.ie/node/112709>)**



Background

Retina International is a registered Irish charity representing their global membership of charities and foundations, on all continents. The organisation provides targeted education courses and capacity building platforms to its patient led membership and its research and clinical community, enabling them to develop robust advocacy campaigns, participate in relevant discussion forums and work with all stakeholders to develop a consensus driven approach to global policy action for the community at large.

Job Description

Retina International is seeking a part-time finance manager. The role holder will provide timely, accurate, financial information for Budget Holders, Project Funders, Donors and the Board. They will play a key role in the delivery of the Finance strategy. The range of duties includes supporting the organisation on bookkeeping, invoicing, management accounts, financial accounting, project accounting, accounting for grants, bank and cash reconciliation, payroll, plus duties as assigned.

Job Title: Financial Accountant

Job Purpose: To provide timely, accurate, financial information for Budget Holders, Project Funders, Donors and the Boards.

Contract Type: Fixed Term Contract 12 Months (Part Time 17.5hrs/2.5 days per week)

Reporting to: CEO

Job Location: Dublin Hybrid

Salary: €50,000 (FTE)

Primary Responsibilities

- Data entry and bookkeeping includes all aspects of the Debtors and Creditors ledgers, procurement, and monthly payment runs, journals).
- Ability to manage books at first entry.
- Invoicing accounts payable and receivable and processing expenses.
- Preparation of the quarterly management accounts to deadline (including income and expenditure variance reports, balance sheets, project reports, notes to the management accounts and cash-flow statements).
- Preparation of the monthly management accounts file (including analytical review, fixed asset register, prepayments, accruals, bank reconciliations, reconciliation of all control accounts and supporting documentation for all balance sheet accounts).
- Preparation of annual budget to "draft one" stage
- Prepare project reports in the format required by the various funders. Ensure all financial deadlines set by the Funders are met.
- Set up and maintain a database to record all financial aspects of funded projects.
- Draw-down project funding in accordance with contracts/agreements.
- Manage all financial aspects of grants. Prepare reports for all Donors through close relationship with the grant team to improve reporting.
- Assist the auditor with preparing the annual financial statements for audit (the financial statements are presented in

- accordance with the Statement of Recommended Practice 2005, Accounting and Reporting by Charities).
- Assist in liaising with the auditors during their annual audit including preparing audit files containing all supporting documentation.
- Ensure all information per the auditor's checklist is included on the file.
- Make lodgements to the bank as and when required.
- Processing payroll and tracking payroll data, provide accurate and timely information.
- Tax filing, preparing tax payments and returns.
- Monitor and maintain financial records with support from the CEO and Operations Manager.
- Promote equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of our work.
- Such other duties as may be required from time to time as required which are consistent with the job.

Person Specification:

Qualifications

Professional accounting qualification (ACA/ACCA/CIMA/CPA qualified)

Core skills

- 3 years' experience in a similar role
- Fluent written and spoken English
- Proficient in the use of MS Office applications and computerised accounting packages, SAGE & Bright Books highly preferable
- Good understanding of Irish not-for-profit tax laws
- Basic payroll processing knowledge

Other Experience, Qualifications and Knowledge

- Excellent organisational skills
- Ability to multitask and prioritise
- Working knowledge of Health and Safety regulations in Ireland
- Knowledge of PRSA/PRSI in Ireland
- Knowledge of SORP

Skills and Personal Attributes

- Energetic, self-motivated and takes initiative
- Passionate about the core goals and values of the Charity
- Experience of working autonomously and the ability to work on own initiative
- Pays attention to detail
- Meets deadlines and complete projects from initiation to completion
- Commercially aware with the ability to think logically and make reasoned decisions to aid the delivery of overall Charity strategy.
- Exceptional organisational skills with ability to work to tight deadlines and prioritise tasks effectively

We are looking to employ a Financial Accountant for a fast-growing international charity.

If you think you have what it takes, please send in CVs to Sinead Stafford
info@retina-international.org (<mailto:info@retina-international.org>)

Closing date Wednesday the 8th of January 2025 @5pm

This job description is intended as a summary of the primary responsibilities and qualifications, for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or that may be required to do either now or in the future.

Retina International is an Equal Opportunities Employer

Region

Dublin / Hybrid

Date Entered/Updated

17th Dec, 2024

Expiry Date

8th Jan, 2025

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