

Enclude: Finance & HR Officer

(<https://www.activelink.ie/node/112785>)



Finance & HR Officer

Background and Purpose of Role

Enclude is a registered charity that provides software donations and technology solutions to the non-profit sector. Established in 2006, we have assisted thousands of Irish charities in their digital evolution.

In line with its goal to reach and support more charities with its cloud-based solutions Enclude is seeking to recruit an experienced accountant to:

- Support key day-to-day financial processes, systems and controls
- Administer the HR function
- Assist with the implementation of AIQ solutions for charity clients.

The primary focus of the role will be to coordinate and support the organisation's regulatory reporting processes. You will assist with budget planning, financial operational activities, ensuring the accuracy and authenticity of financial information, and assist with reporting, for statutory compliance.

As the HR Officer, you will be responsible for administering all aspects of human resources operations. You will assist with recruitment, employee relations, performance management, and compliance, ensuring that the organisation attracts, retains, and develops its staff and skill pool and fosters a positive and productive work environment.

The organisation uses AIQ to record and manage its financial transactions and runs an AIQ implementation programme to assist other charities with the adoption of the system. An aspect of this role will be to provide support with the management and implementation of AIQ solutions for charity clients.

Main Duties and Responsibilities

- **Finance Support activities.**
 - Prepare monthly payroll.
 - Submit returns to Revenue (PAYE/VAT/Pension).
 - Assist with monthly management accounts, including creditors, debtors, bank reconciliations.
 - Prepare all adjusting journals.
 - Assist with the preparation of annual budget (and in year revisions/reviews).
 - Assist with financial input for grant applications or special projects.
 - Assist with preparation of annual accounts, statutory audits, annual report, compliance returns and maintenance of service contracts.
 - Maintain the Fixed Asset Register.
- **HR Support**
 - Administer human resources operations: recruitment, employee relations, performance management, compensation and benefits and compliance.
- **AIQ Programme Implementation Support**
 - Provide assistance and support with client AIQ implementation projects.
- **Governance & Organisational**
 - Provide support with the development of robust financial procedures/policies in pursuit of financial best practise.
 - Input to quality assurance, data security compliance and risk management activities.
 - Participate in staff meetings.

- Any other tasks, consistent with your position, as requested by the line manager.

Reports to: Head of Operations & Finance

Liases with functional leads: TechSoup Programme and Office Manager, Business Development Manager, Manager of Member Services, Solutions Architect.

Office Location: Carmichael House, 4 North Brunswick Street, Dublin.

Contract Type: 37.5 hours per week. Hybrid working is supported.

Applications for the position may be made by sending a CV with cover letter clearly demonstrating relevant experience and suitability for the role to recruitment@enclude.ie (<mailto:recruitment@enclude.ie>).

Closing date for applications is 5pm on Monday 13th January 2025

<https://enclude.ie/> (<https://enclude.ie/>)

Region

Dublin 7

Date Entered/Updated

18th Dec, 2024

Expiry Date

13th Jan, 2025

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